

**The Sutter County
Board of Supervisors' Response to the
2024-2025**

**Sutter County Grand Jury
Final Report**

ENDORSED FILED

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SUPERIOR COURT OF CALIFORNIA
COUNTY OF SUTTER
CLERK OF THE COURT
By JACKIE LASWELL Deputy



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Sutter County Board of Supervisors Response to 2024-25 Grand Jury Final Report



County of Sutter
Office of the County Administrator

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September 23, 2025

The Honorable David I. Ashby
Presiding Judge of the Sutter County Superior Court
1175 Civic Center Boulevard
Yuba City, CA 95993

Dear Judge Ashby:

On behalf of the Sutter County Board of Supervisors, I am herewith submitting its response to the findings and recommendations of the 2024-2025 Grand Jury Final Report on the following:

- Federal Funding Flies Elsewhere
- Audit Results Halt Future Program Funding
- Safer Streets – Safer Kids
- Better Community Connections = Better Community Health
- Toured and Released Jail Report
- Tri-County Youth Development Center & Maxine Singer Youth Guidance Center

The Sutter County Board of Supervisors and administration thanks the Grand Jurors for their service to the citizens of Sutter County. Grand Jury service requires a great amount of time and effort and each juror's dedication is truly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "S.M. Smith", is written over a horizontal line.

Steven M. Smith
County Administrator

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Federal Funding Flies Elsewhere

The Sutter County Board of Supervisors is required to respond to this report.

Below is the response from the Board of Supervisors, in concert with the County Administrator's Office and the Development Services Department.

FINDINGS

Grand Jury Finding #1:

"F1: SBRAA is operating and maintaining the Sutter County Airport cost effectively and efficiently resulting in no funding requirements from the General Fund to support the Airport."

Grand Jury Finding #2:

"F2: Omitting SBRAA from the annual meetings between FAA and Sutter County has resulted in no airport planning or identified eligible improvements to the Sutter County Airport since 2016."

Grand Jury Finding #3:

"F3: The lack of a Capital Improvement Program (CIP) and Airport Capital Improvement Program (ACIP) plans results in Sutter County Airport being unable to perform expensive capital improvements needed by the Airport in the next three years."

Grand Jury Finding #4:

"F4: Not drawing on or using the allowable FAA entitlement funds account has led to \$1,500,000 of entitlements funds expiring over 10 years and losing the opportunity to leverage up to \$15,000,000 in airport improvements."

Grand Jury Finding #5:

"F5: The assumption by County Counsel the grant assurances cannot be met due to non-conforming land uses, without getting clarification from FAA, has led County Counsel to prevent Sutter County staff from accepting or applying for grant funding since 2016."

Grand Jury Finding #6:

"F6: Improper procedures on land use changes for the two non-aeronautical leases have led to the violation of grant assurances."

Grand Jury Finding #7:

"F7: The lack of transparency between County Counsel, Development Services Department, SBRAA, and the FAA has prohibited the development of a plan to comply with Grant Assurances resulting in no grant-funded improvements to the Airport for more than 10 years."

Response from the Board of Supervisors:

F1: The Board of Supervisors agrees with this finding.

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F2: The Board of Supervisors wholly disagrees with this finding. The County has not participated in meetings with the FAA during the timeframe mentioned, so SBRAA has not been excluded. Additionally, since 2016, SBRAA has not suggested any airport improvement projects other than those listed on the last submitted ACIP.

F3: The Board of Supervisors partially disagrees with this finding. The SBRAA has control of the revenues from airport users and tenants and could direct those revenues, in addition to fund balance, for projects they seek to pursue.

F4: The Board of Supervisors wholly disagrees with this finding. On multiple occasions, FAA staff explained the Sutter County Airport would not effectively compete for discretionary funds, so we could not pursue up to \$15,000,000 in improvements. Also, during the tenure of the SBRAA, at their monthly meetings, they have never initiated project discussions for eligible airport improvements that total \$15,000,000.

F5: The Board of Supervisors wholly disagrees with this finding. The County received clarification from the FAA staff regarding grant assurances and non-conforming land uses.

F6: The Board of Supervisors is not required or invited to respond to this Finding.

F7: The Board of Supervisors is not required or invited to respond to this Finding.

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: The Sutter County Grand Jury recommends the Board of Supervisors direct the Director of Development Services to develop a CIP and ACIP for Sutter County Airport by January 31, 2026."

Grand Jury Recommendation #2:

"R2: The Sutter County Grand Jury recommends the Board of Supervisors amend the Facilities Management Agreement between Sutter County and SBRAA to allow SBRAA to be partners in developing plans, CIP, and ACIP documentation for Sutter County Airport, including being present for discussions with FAA regarding these documents by March 13, 2026."

Grand Jury Recommendation #3:

"R3: The Sutter County Grand Jury recommends the Board of Supervisors direct the Director of Development Services to present the CIP and ACIP for the Sutter County Airport to FAA by the next annual ACIP meeting with FAA in April 2026."

Grand Jury Recommendation #4:

"R4: The Sutter County Grand Jury recommends the Board of Supervisors direct the Director of Development Services to work with County Counsel and the District Attorney to develop a corrective action plan to allow Sutter County Airport to become compliant with grant assurances and eligible to apply for Federal grant funding by December 31, 2026."

Response from the Board of Supervisors:

R1: This recommendation has not yet been implemented, but will be implemented in the future, by January 31, 2026.

R2: This recommendation will not be implemented because it is not warranted or is not reasonable, since SBRAA members have always been provided with an opportunity to assist in the preparation of the CIP and ACIP documentation for the Sutter County Airport. Prior ACIP submittals to the FAA have been fully endorsed by the SBRAA at their respective monthly meetings. Additionally, SBRAA members have been offered the opportunity to speak at the Board of Supervisors meeting where the ACIP was presented prior to submission to the FAA. Finally, SBRAA members have been offered the opportunity to attend past meetings with the FAA, and they declined. The Facilities Management Agreement does not require amendment.

R3: This recommendation has not yet been implemented, but will be implemented in the future, by April 2027. Because the ACIP will be prepared by January 2026, and the FAA requires ACIP submittals in the Fall of each year, it will be submitted in November 2026, with an expected meeting with the FAA by April 2027 for review.

R4: This recommendation requires further analysis since the corrective action plan may require an FAA land release to address land use issues at the airport. The FAA guidance documents explain that a land release can take 2-3 years. The Director of Development Services can initiate the discussion with the FAA about the land release process by December 31, 2026.

Audit Results Halt Future Program Funding

The Sutter County Board of Supervisors is required to respond to this report.

Below is the response from the Board of Supervisors, in concert with the County Administrator's Office and the Development Services Department.

FINDINGS

Grand Jury Finding #1:

"F1: Sutter County's failure to resolve the problems and deficiencies with its CDBG loans has led to HCD suspending all future federal and state funding application opportunities for CDBG grants that terminates important state and federal funding opportunities for Sutter County."

Grand Jury Finding #2:

"F2: Sutter County taxpayers are at risk for not recovering over \$900,000 in loan repayments from 17 loan recipients. The \$900,000 can be broken down into \$665,000 in loan principal and \$235,000 in unpaid interest payments."

Grand Jury Finding #3:

"F3: The Sutter County Treasurer-Tax Collector's Office has multiple legal collection options to secure payment of any outstanding monies owed to Sutter County as stated on their website, however, the Development Services Department staff has not consulted with the Office on possible legal loan recovery options."

Response from the Board of Supervisors:

The Board of Supervisors is not required or invited to respond to the Findings in the report.

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: The Sutter County Grand Jury recommends the Sutter County BOS directs the DSD Director to engage the Sutter County Treasurer-Tax Collector to determine the feasibility of collecting these outstanding CDBG funds by September 30, 2025. Regarding the legally collectable funds, county staff shall start implementing the multiple options available to the Sutter County Treasurer-Tax Collector, as noted in Findings #3, to collect the outstanding CDBG monies owed to Sutter County by December 30, 2025."

If the DSD' CDBG funds are deemed not collectable by the Sutter County Treasurer-Tax Collector, on or before March 30, 2026, the BOS should declare the outstanding funds uncollectable and direct staff to terminate efforts to collect funds and remove outstanding balances from Sutter County's budget by June 30, 2026."

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Grand Jury Recommendation #2:

"R2: The Sutter County Grand Jury recommends that the Board of Supervisors direct the Sutter County Development Services Department Director to prepare a CDBG Annual Report to the Sutter County Grand Jury and the Board of Supervisors that documents actions being taken to ensure that the 28 loans in the CDBG program are in legal compliance. This request shall be completed by October 1, 2025."

Response from the Board of Supervisors:

R1: This Recommendation has not yet been implemented, but will be implemented in the future, by September 30, 2025. The Treasurer-Tax Collector's Office can advise the Development Services Department about the legal process to research property ownership and the methods to collect on defaulted loans.

R2: This Recommendation has not yet been implemented, but will be implemented in the future, by September 30, 2025. In subsequent years, the CDBG Annual Report will be presented to the Board of Supervisors and Sutter County Grand Jury by September 30th.

Safer Streets – Safer Kids

The Sutter County Board of Supervisors is required to respond to this report.

Below is the response from the Board of Supervisors, in concert with the County Administrator's Office and the Development Services Department.

FINDINGS

The Board of Supervisors is not required or invited to respond to the Findings in the report.

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: The Sutter County Grand Jury recommends the Sutter County Superintendent of Schools, the Yuba City Unified School District's Governing Board, and the Franklin School District Board of Directors, adopt a formal and automated traffic incident reporting procedure with reporting automatically sent to and included in Yuba City Police Department's and Sutter County Sheriff's Office's annual traffic incident reports by the start of the 2026-2027 school year ."

Grand Jury Recommendation #2:

"R2: The Sutter County Grand Jury recommends that the Yuba City Council instruct the Yuba City Police Chief to increase enforcement of traffic and off-street parking violations along Butte House Road and Villa Avenue, bordering Tierra Buena Elementary School to the north and east respectively, that occur during the school's drop-off and pick-up times. A warning may be first issued to parents of the school's students, but traffic and parking violation enforcement should begin by the beginning of the 2025-2026 school year."

Grand Jury Recommendation #3:

"R3: The Sutter County Grand Jury recommends the Sutter County Superintendent of Schools, the Yuba City Unified School District's Governing Board, and Franklin Elementary School District's Board of Directors adopt a policy requiring all crossing guard employees, or volunteer crossing guards, undergo and maintain certified training for road crossings, including use of proper high-visibility vests and hand-signage, by the start of the 2025-2026 school year."

Grand Jury Recommendation #4:

"R4: The Sutter County Grand Jury recommends the Sutter County Board of Supervisors and Yuba City Council adhere to and update relevant local traffic codes to include standardized traffic signage for all schools, including upgrading low-visibility signs to solar powered flashing warning signs placed for oncoming traffic by January 1, 2026."

Grand Jury Recommendation #5:

"R5: The Sutter County Grand Jury recommends the Board of Supervisors and Yuba City Council to direct the Sutter County Development Services and Yuba City Public Works respectively, to update maintenance procedures for solar powered school traffic signs to include regular foliage trimming which blocks solar panels used for solar powered signs by January 1, 2026."

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Grand Jury Recommendation #6:

"R6: The Sutter County Grand Jury recommends that the Sutter County Superintendent of Schools & Yuba City Unified School District's Governing Board apply for "Safe Routes to Schools" grant funds to promote student walking and biking commute to their respective schools."

Grand Jury Recommendation #7:

"R7: The Sutter County Grand Jury recommends that the Sutter County Board of Supervisors, and the Yuba City Council direct the Sutter County Development Services and Yuba City Public Works' Director respectively, to conduct and complete "Blue Zone" studies for Yuba City Unified and Sutter County schools to improve community health surrounding those schools by January 2027."

Response from the Board of Supervisors:

R1: The Board of Supervisors is not required or invited to respond to this Recommendation.

R2: The Board of Supervisors is not required or invited to respond to this Recommendation.

R3: The Board of Supervisors is not required or invited to respond to this Recommendation.

R4: This Recommendation requires further analysis, since the Sutter County Development Services Department relies upon the guidance outlined in Part 7 Traffic Control for School Areas of the California Manual on Uniform Traffic Control Devices (MUTCD), which is published and maintained by the California Department of Transportation, CalTrans. The department will conduct a survey of schools within the unincorporated County by the specified date of January 1, 2026 to confirm that all existing school signage complies with the guidance included in the MUTCD.

R5: This Recommendation has not been implemented, but will be implemented in the future by the specified date of January 1, 2026.

R6: The Board of Supervisors is not required or invited to respond to this Recommendation.

R7: This Recommendation will not be implemented because it is not warranted, since most of the schools within the unincorporated County are rural and remote, requiring bus or parental vehicles for student drop-off and pick-up. The Sutter County Development Services Department has already conducted various traffic safety audits of the neighborhood schools within the County, such as Lincrest Elementary and Brittan Elementary. The other schools are such a distance from residents that pedestrian and bicycle traffic has not been observed. The County has made various pedestrian enhancements through grant awards at Lincrest Elementary and Brittan Elementary with the addition of curb, gutter and sidewalk or paved walkway shoulders. The Department will complete the audit of school zone signage by January 2026 to ensure the safety of students.

Better Community Connections = Better Community Health

The Sutter County Board of Supervisors is required to respond to the Recommendations in this report.

Below is the response from the Board of Supervisors, in concert with the County Administrator's Office and the Health & Human Services Department.

FINDINGS

The Board of Supervisors is not required or invited to respond to the Findings in this report, however, the Board of Supervisors, in concert with the County Administrator's Office and the Health & Human Services Department, would like to respond to these findings.

Grand Jury Finding #1:

"F1: As confirmed by SCGJ members' site visits, no reception staff are available to the public at SCHHS offices, except for SCHHS's Acute Psychiatric Services."

"F2: No Personnel Directory of SCHHS staff is available to the public (including their web sites) though this has been available to the public in the past."

"F3: Staff scheduling issues are leaving Sutter County residents without appropriate and timely HHS services."

"F4: A \$80,000 contract to develop a standardized data analysis system was requested in the 2023-2024 budget, however there was no set date provided to the SCGJ for when action would be taken."

"F5: There are at least five (5) "data analysts" positions identified on SCHHS's organizational charts (with two more currently unfilled) but none of those positions are currently being employed to produce annual reports on health indicators performance that could be accessible to the public for review."

"F6: SCHHS is grossly underspending its 20% mandated funds for community-based alcohol and drug prevention, as only \$6,000 is budgeted for FNL programming."

"F7: All SCHHS staff listed in its organizational chart, and who are described by their respective supervisor and are designated as "prevention services" staff, are in fact providing direct therapeutic services to individual clients, in violation of State Health Care Services/SUD mandates."

"F8: Friday Night Live is currently being implemented only in two school districts (East Nicolaus and Live Oak) but the application process by other school districts for FNL programs could not be identified by senior SCHHS staff most responsible for "community-based prevention" services."

Response from the Board of Supervisors:

F1: The Board of Supervisors disagrees with this finding. Sutter County Health and Human Services (HHS) operates 12 public lobbies staffed with reception staff, inclusive of reception

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windows or reception areas as indicated by address in **Attachment A**. Please note that regular hours of operation or/regular business hours are determined in alignment with County Rules Governing Employee Compensation, Benefits, and Working Conditions, Section 6.0 as detailed in **Attachment B**, which include approved County office closures on alternating Fridays with the approval of the County Administrative Officer (CAO). HHS will ensure that all sites 1) have updated and accurate postings for hours of operation, 2) the County website is updated frequently with this information as well as any printed materials, 3) doorbells for public lobby access are utilized for staff safety purposes only or in locked settings such as the Psychiatric Health Facility (PHF), and 4) sites without public lobbies have posted notice inclusive of a phone number to call for assistance during business hours.

F2: The Board of Supervisors partially disagrees with this finding. Per a review of County records, a directory of all HHS staff, inclusive of all branches, has not been available to the public. However, HHS will publish a directory of all HHS management and supervisory staff for the public, as well as ensure that all contact information related to HHS programs are consistently updated on County hosted websites.

F3: The Board of Supervisors partially disagrees with this finding. Without specific complaints by physical address, it is difficult to pinpoint or address potential service issues. The Board of Supervisors and HHS leadership is committed to resolving complaints by site or program in real time on a continuous basis, as well as improving information on how to access services as published to the public.

F4: The Board of Supervisors agrees with this finding. Funding in the amount of \$80,000 to work with an evaluator for a subset of HHS performance outcomes has been included in the FY 2024–25 and FY 2025–26 HHS Budget. HHS will release a Request for Proposal (RFP) for evaluation services for a subset of HHS performance indicators in FY 2025–26. At this time, there is not one data analysis system utilized across all HHS programs, with programs using state required databases, individually purchased case management and electronic health records systems for reporting purposes and documentation of client services. While the \$80,000 will be utilized to analyze and report data for a small subset of HHS's metrics, a centralized data warehouse (data analysis) system able to integrate all HHS data points would have a cost in the multiple millions of dollars.

F5: The Board of Supervisors disagrees with this finding. HHS does not have any positions entitled "data analyst" on its organizational charts, nor does the county have data analyst job classifications. However, the staff analyst position which is a generalist administrative support position as indicated in the staff analyst job description in **Attachment C** is included on the HHS organizational chart, and can support data collection as part of its duties. While staff analysts can work on data analysis, data analysis rates per position vary based on assignment. Staff analysts perform a variety of duties to include contract management, state defined program and fiscal reporting requirements to include multiple categorial grants, responding to state audits, policy design, analysis, implementation support of the Workday enterprise resource system, coordination of HHS trainings, external and internal communications to include stakeholder facilitation for public input processes. This includes a staff analyst position in Public Health that performs data analysis up to 50% of their time for the Community Health Assessment (CHA) and Community Health Improvement Plan (CHIP), and affiliated health indicators via a public dashboard available here: Sutter County Public Health Branch | Sutter County, CA or Data and Reports | Sutter County, CA <https://www.suttercounty.org/government/county-departments/health-and-human-services/public-health/data-and-reports>.

Public Health also has 1 FTE Epidemiologist position indicated on the HHS organizational chart (see **Attachment D** for job description) performing data analysis up to 90% of its time for public

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health related reporting and outcomes. Both the epidemiologist and staff analyst position in public health produce a multitude of reports on health indicators available to the public at the link above.

F6: The Board of Supervisors disagrees with this finding. HHS receives funds from the Substance Use Prevention, Treatment and Recovery Services Block Grant (SUBG). The California Department of Health Care Services' (DHCS) SUBG Policy Manual notes the following regarding prevention: "Twenty percent of SUBG is set-aside for SUD (Substance Use Disorder) Primary Prevention programs per 45 CFR 96.125. In order to ensure statewide compliance, DHCS has set a 25 percent allocation for the Primary Prevention Set-Aside. SUBG-funded primary prevention programs include a broad array of prevention strategies directed at individuals not identified to be in need of SUD treatment" (SUBG Policy Manual, p. 22), **Attachment E**.

The SUBG Prevention allocation is established by DHCS and communicated to counties through formal approval letters and Behavioral Health Information Notices (BHINs). HHS develops its Prevention and Friday Night Live (FNL) budgets in alignment with the approved allocations provided by DHCS.

HHS receives an annual allocation of \$304,790 for prevention services, which meets the 25% Prevention Set-Aside requirement as calculated and determined by DHCS. The FNL allocation is provided to HHS through an agreement with the Tulare County Office of Education (TCOE). HHS received, budgeted and spent an annual FNL allocation of \$38,000 during the 2022-23 and 2023-24 fiscal years. In addition, HHS received, budgeted and spent a one-time FNL American Rescue Plan Act (ARPA) allocation during this same two-year period, for an additional \$40,290 and \$71,100 respectively.

For FYs 2022-23 and 2023-24, HHS spent approximately 99% of the total Prevention Set-Aside allocation, totaling nearly \$605,900. For the FNL annual allocation, HHS spent approximately 100% of the total FNL annual allocation for FYs 2022-23 and 2023-24, totaling nearly \$76,000. For the FNL ARPA supplemental allocation over the same period, Sutter County claimed approximately 72% of the total available funding, totaling nearly \$80,600.

The Prevention Set-Aside budget supports 10% of a Program Manager, 25% of a Prevention Services Coordinator, and two Resource Specialists at 50%. In addition, SYBH budgets \$60,000 per year for Mid Valley Recovery Pathways on educational programs designed to provide trainings on educational topics such as improving critical life and social skills, decision making, etc. Programs are offered at no cost for participants and are open to the public and for individuals not identified to be in need of treatment. The remaining \$58,000 is budgeted on general services and supplies which support the program operations, including community wide events like Recovery Happens.

The FNL budget supports 50% of a Resource Specialist position, 25% of a Prevention Services Coordinator, 10% of a Program Manager, 10% of a Staff Analyst, 25% of an Intervention Counselor and 50% of a Peer Mentor. Some of this staffing was increased due to one-time ARPA allotment, which is not a permanent funding source.

FNL helps to build partnerships for positive health and youth development activities that engage youth as active leaders and resources in their communities. School chapters are the core of these programs. Chapter activities are designed to encourage positive peer influence and provide opportunities for leadership. FNL participants and Advisors support the development of alcohol, tobacco and other drug (ATOD) prevention activities such as lunchtime events, Red Ribbon Week, and other school wide activities on their campus. The program also supports many different

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community events such as Every 15 Minutes, monthly regional meetings and administration of periodic youth development surveys that are used to improve services and performance.

HHS remains committed to the effective, compliant, and strategic use of SUBG funds to support and enhance substance use prevention services within our community. For additional information regarding SUBG funds and allowable uses, please see the following attachments:

- SUBG Policy Manual (**Attachment E**)
- BHIN 22-057, Allocation of Funding for Substance Use Disorder Prevention, Treatment, and Recovery Services, State Fiscal Year 2022-23 and 2023-24 (**Attachment F**)
- State Fiscal Year 2022-23 and 2023-24 Substance Abuse Prevention and Treatment Block Grant (SABG) Allocation Overview of Programs, Funding, and Allocation Methodologies, Exhibit A (**Attachment G**)
- State Fiscal Year 2022-23 and 2023-24 Substance Abuse Prevention and Treatment Block Grant (SABG) Allocation Overview of Programs, Funding, and Allocation Methodologies, Exhibit B (**Attachment H**)
- State Fiscal Year 2022-23 and 2023-24 Substance Abuse Prevention and Treatment Block Grant (SABG) Allocation Overview of Programs, Funding, and Allocation Methodologies, Exhibit C, Part 1 (**Attachment I**)
- State Fiscal Year 2022-23 and 2023-24 Substance Abuse Prevention and Treatment Block Grant (SABG) Allocation Overview of Programs, Funding, and Allocation Methodologies, Exhibit C, Part 2 (**Attachment J**)
- SABG State Fiscal Year 22-24 Approval Letter, Sutter-Yuba (**Attachment K**)
- SABG-BHRRP Approval Letter, Sutter-Yuba (**Attachment L**)
- Tulare County Office of Education FNL Sutter County Fiscal Year 2022-23 to 2023-24 amendment (**Attachment M**)

F7: The Board of Supervisors disagrees with this finding. HHS allocates staff costs across multiple funding sources, including SUBG, Realignment, and Mental Health Services Act (MHSA) in accordance with state and federal guidance. This blended funding model allows for program flexibility while maintaining compliance with funding restrictions and cost allocation requirements.

Per guidance from DHCS, it is permissible for one employee to work across distinct programs and be funded by multiple sources, so long as administrative and fiscal systems ensure proper allocation of time and costs to each funding stream. This is consistent with DHCS' expectations for cost allowability, non-supplantation, and the appropriate use of the county's approved Indirect Cost Rate (ICR).

In practice, multiple HHS staff positions are split-funded between SUBG, Realignment, and MHSA. These staff may perform duties across various programs—including Prevention (SUBG), Clinical Services (Realignment), Innovation or Outreach Programs (MHSA), and Administrative functions—based on the needs of the department and clients served. For example:

- A Prevention Services Coordinator may provide youth outreach and education funded under SUBG, while also participating in administrative planning funded by Realignment.
- A certified substance use counselor may provide brief prevention interventions under SUBG, while their direct clinical services for Medi-Cal clients are supported through Realignment.

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- Staff may also support MHSA programs, such as community outreach, stigma reduction, or Prevention and Early Intervention (PEI) efforts, depending on departmental needs.

This cross-program staffing approach is necessary to support service delivery across a continuum of care, especially in rural counties where staffing resources are limited and employees must fulfill multiple duties. Reporting, budgeting, and tracking of cost allocations are documented and monitored to ensure compliance with funding rules.

Please see the following attachments for additional information:

- DHCS MHBG & SABG FAQ (Cost Allocation Guidance) (**Attachment N**)
- DHCS SUBG Policy Manual (Supplantation & Program Integrity) PG.9 (**Attachment E**)

HHS has a Prevention Services Coordinator whose duties include supervising, directing and overseeing substance use prevention. His responsibilities involve designing and implementing prevention strategies which align with state, federal and community goals, collaborating with schools and other community partners, monitoring prevention program performance, tracking data outcomes, providing training and support to prevention staff and ensuring compliance with SUBG standards. This individual is in a blended funded position, and as such, may also provide SUD clinical services provided via other revenue streams.

In addition to the Prevention Services Coordinator, other prevention staff share time and funding between substance use and mental health prevention and outreach services.

HHS remains committed to transparency, compliance, and the efficient use of public funds to ensure quality client services occur across all funding sources.

F8: The Board of Supervisors agrees with this finding. Sutter County does not have an application process for Friday Night Live (FNL). FNL is a youth development and prevention initiative supported by SUBG through DHCS. FNL is designed to build leadership skills, promote positive youth development, and reduce substance use among young people by engaging them in meaningful and community-focused activities.

According to DHCS guidelines, the FNL program may be implemented in partnership with local school districts and community-based organizations. In order for HHS to establish FNL programming on school campuses within Sutter County, each participating school district typically designates a staff member—such as a teacher, counselor, or administrator—to serve as the site advocate or lead for the program. This individual is responsible for coordinating with HHS prevention staff, supporting student engagement, and facilitating the implementation of FNL activities at their respective school sites.

This structure is consistent with DHCS guidance, which indicates that FNL programs should be youth-driven and adult-supported. Each site must have a designated adult advocate who is responsible for providing guidance, facilitating youth engagement, and serving as the liaison between the local county prevention coordinator and the school or community-based organization.

The success of the FNL program relies heavily on collaboration with local school districts, and their active participation is essential for program implementation. Without a designated school site advocate, the county is unable to operate FNL at that school location.

The prevention program has made several attempts to partner with school staff for FNL over the past fiscal year. Entities contacted include the Yuba County Office of Education, Marysville Joint

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Unified School District, Marysville Charter Academy for the Arts, Sutter Union School District and Wheatland High School (who has recently expressed interest). Because both existing FNL programs are at schools in Sutter County, more engagement has occurred with Yuba County schools in the past year in an effort to provide equitable services, as these programs are provided under the umbrella of Sutter-Yuba Behavioral Health, a bi-county entity.

To increase access and expand participation in FNL, HHS will investigate the fiscal and programmatic feasibility of implementing various strategies, such as those noted here and as allowed by available funding:

- 1) Increase efforts at collaborating with schools, including reapproaching schools throughout Sutter County to explore whether they would consider allowing an HHS employee to serve as the FNL site advocate on their campus. This approach would provide a feasible option for schools that are unable to assign internal staff and would allow additional youth to benefit from this prevention-focused leadership program.
- 2) Actively research the development of a community-based FNL chapter that would be open to any youth residing in Sutter County, regardless of school affiliation. This would ensure broader reach of FNL services, especially for students in districts that are not currently participating.
- 3) Consider offering stipends ranging from \$500 to \$1000 per school year for a school employee to become an on-campus FNL site advisor.

HHS will also add FNL information to the SYBH website, which will provide direction to schools on the benefits of having an FNL chapter on their campus, information about requirements and who to contact for help with the process. The typical method for a school to establish an FNL chapter includes:

- 1) Contacting the FNL County Coordinator
- 2) Having the FNL County Coordinator visit the school to provide an overview presentation of the program
- 3) Having the school select an advisor
- 4) Having the FNL County Coordinator implement chapter meetings at the school site

HHS remains committed to working closely with school districts and community partners to strengthen and expand FNL programming in alignment with fiscal responsibility, state prevention goals and the needs of local youth.

Please see additional information in the following attachment and website below:

- TCOE | California Friday Night Live Partnership website: <https://tcoe.org/cfnlp>
- [https://shea.senate.ca.gov/sites/shea.senate.ca.gov/files/ca-friday-night-live-partnership-overview-2019.pdf?utm](https://shea.senate.ca.gov/sites/shea.senate.ca.gov/files/ca-friday-night-live-partnership-overview-2019.pdf?utm_source=senate&utm_medium=email&utm_campaign=CA%20Friday%20Night%20Live%20Partnership%20Overview%202019) CA Friday Night Live Partnership Overview 2019 (Attachment O)

RECOMMENDATIONS

Grand Jury Recommendation #1:

"R1: The Sutter County Grand Jury (SCGJ) recommends that the Sutter County Board of Supervisors direct the Sutter County's Health and Human Services (SCHHS) to begin installation and adoption of a hardline or mobile telephone system for all managerial staff that incorporates Mailbox and Callback capabilities by January 2026."

"R2: The SCGJ recommends that the Sutter County Board of Supervisors instruct SCHHS to publish an on-line Personnel Directory with accessible phone numbers and office addresses of all senior management staff to facilitate public access to programs and their respective managers by January 2026."

"R3: The SCGJ recommends that the Sutter County Board of Supervisors instruct SCHHS to explore the use of GPS tracking systems for its staff that are serving clients outside the office and are community-based, as both a personnel security measure and to provide collaboration to their staff's reported direct client service time allocations by January 2026. This is particularly important as many SCHHS staff have not returned to full-time office status in the post-covid working environment."

"R4: The SCGJ recommends that the Sutter County Board of Supervisor's acknowledge the successful First 5 program and, with the consent of the Sutter County Children's and Families Commission, instruct the Zero-to-Five program to move back into a community-accessible brick-and-mortar office space by June 2026."

"R5: The SCGJ recommends that the Sutter County Board of Supervisors instruct SCHHS to create a community health report in "dashboard" format that uses annual standardized reporting metrics on health and well-being indicators that is easily accessible to Sutter County residents by June 2026."

"R6: Friday Night Live has proven to be a youth-energizing and community-inclusive program that should be expanded to other Sutter County Schools. The SCGJ recommends that the Sutter County Board of Supervisors instruct SCHHS to dedicate more staffing time and program resources to expand this program beyond the two rural schools currently hosting it by the start of the 2025-2026 school year."

"R7: SCHHS is underspending on its State Health Care Services/Substance Abuse Disorder Division's block grant allocation for community-based alcohol and drug prevention services. The SCGJ recommends that the Sutter County Board of Supervisors instruct SCHHS to increase its budget to underwrite more Friday Night Live programs and verified community-based alcohol and drug prevention programs by October 2026."

"R8: The SCGJ recommends that the Sutter County Board of Supervisors instruct the Director of SCHHS to review its community-based alcohol and drug prevention services budget to ensure it is adhering to State Substance Use Disorder Division's budget allocation requirements."

"R9: The SCGJ recommends that the Sutter County Board of Supervisors instruct the Director of SCHHS to identify additional staff, currently used in direct client treatment services, that can be trained in community-based prevention services, planning and delivery by January 2026. At present, no SCHHS staff appear to have any competency in this area of community-based alcohol and drug prevention services planning and delivery."

Response from the Board of Supervisors:

R1: This recommendation has been implemented. HHS currently has 88 desk phones in use by managers and supervisors and 93 cell phones. All phones have callback and voicemail capabilities.

R2: This recommendation has been implemented. To access the public directory at the Sutter County website, click on the link below, and then under "Contact": Health and Human Services (HHS) | Sutter County, CA.

R3: This recommendation has not been implemented, but will be implemented in the future. Sutter County HHS will work with Sutter County Human Resources, County Counsel, General Services and affiliated employee unions to consider implementation of GPS tracking for County Cars used by HHS personnel in the course of their work. This will include analysis of funding required in the HHS budget to complete this activity, and if not cost prohibitive, will be implemented in Fiscal Year 2026 -2027.

R4: This recommendation will not be implemented because it is not warranted or not reasonable. On August 7, 2025, the Sutter County Children & Families Commission (SCCFC) held a publicly noticed special meeting to review the Grand Jury's Recommendation R4. After a thorough evaluation of the recommendation and extensive discussion regarding operational, fiscal, and service delivery implications, the Commission respectfully disagrees with the recommendation and offers the following rationale to support its position.

Since March 2020, SCCFC has operated under a permanent, Commission-approved field-based service model designed to enhance access, equity, and efficiency. In August 2020, the Commission formally authorized remote work as a standard operational approach. In January 2021, SCCFC subleased its central office space to another County department following a strategic reassessment of service delivery needs and infrastructure usage.

This model, reaffirmed in 2021 following input from families, community partners, and staff, has significantly expanded the Commission's reach and impact. By eliminating reliance on a fixed office location, SCCFC has been able to deliver services directly in the community, meeting families where they are: in schools, libraries, parks, health clinics, museums, and other trusted settings.

Demonstrated Impact:

Since the implementation of this model, SCCFC has more than doubled the number of children and caregivers served annually:

Fiscal Year	Individuals Served
2020-21	12,621
2021-22	15,413
2022-23	34,109
2023-24	33,548

This growth illustrates how community-based service delivery has enhanced accessibility, trust, and relevance, particularly for rural, system-involved, and underserved families.

Governance and Accountability Framework:

The field-based model is governed by policies developed in collaboration with Sutter County Counsel and Human Resources. Key components include:

- Formal Remote Work Policy and signed Telework Agreements
- Commission-insured home-based workstations with secure equipment
- Weekly check-ins, shared calendaring, and activity tracking
- Safety monitoring protocols and clear performance expectations

These measures ensure staff accountability, service continuity, and operational transparency.

Fiscal Responsibility and Sustainability:

With declining Proposition 10 revenue, projected to comprise less than 39% of SCCFC's FY 2025–26 budget, and a statutory 20% administrative cost cap, the Commission must prioritize investments in direct services. Reinstating a central office would divert essential funds toward:

- Rent or lease fees
- Utilities, janitorial, and pest control
- Building maintenance and A-87 overhead
- Security and administrative facility support

Such expenses would not be reimbursable under most public or grant funding sources and would reduce the Commission's ability to meet the needs of young children and their families.

Continued Community Leadership:

SCCFC remains an active leader in early childhood systems transformation, delivering high-quality, evidence-based programs such as:

- Home visiting and parenting education (e.g., Incredible Years)
- Community Health Worker outreach, developmental screenings, and navigation
- Perinatal and maternal mental health programs
- Child safety initiatives, including car seats, bike helmets, and life jackets
- Basic needs support (e.g., diaper distribution)
- Multi-disciplinary team coordination and trauma-informed care
- Community referral systems, including the FindHelp platform
- Provider education, policy engagement, and systems-building efforts

These initiatives are only possible due to the Commission's ability to remain lean, responsive, and focused on what matters most: impactful, equitable service delivery.

We respectfully request that the Board of Supervisors support the Commission's decision to maintain its current field-based model and formally disagree with Recommendation R4. A detailed letter to the Board, summarizing the Commission's August 7, 2025, special meeting and rationale, is attached as **Attachment P**.

R5: This recommendation has been implemented. HHS's community dashboard accessible to the public and inclusive of health and wellbeing metrics is accessible via Public Health's website here: <https://www.suttercounty.org/government/county-departments/health-and-human-services/public-health/data-and-reports>.

R6: This recommendation has been implemented. HHS has made efforts to and will continue to strive to expand FNL to additional schools in Sutter County. This includes pursuing the

Sutter County Board of Supervisors Response to 2024-25 Grand Jury Final Report

establishment of FNL programs on school campuses, researching a community-based FNL chapter and providing stipends to school advocates. Significant staffing and program resources have been and will continue to be expended in an effort to expand FNL and serve more students

R7: This recommendation has been implemented. As noted in the response to item F6, HHS has expended virtually all the prevention and FNL funds received in compliance with DHCS standards and requirements.

R8: This recommendation has been implemented. The SUBG Prevention allocation is established by DHCS and communicated to counties through formal approval letters and BHINs. Per BHIN 22-057, "U.S.C. Title 42, Section 300x-22(a) requires the State to spend a minimum of 20 percent of its total SABG Award on primary prevention services. For SFY 2022-23 and 2023-24, California continues to prioritize prevention, which is defined as strategies, programs and services directed at individuals who have not been determined to require treatment for SUD.

As a result, DHCS continues to allocate each county's Primary Prevention Set-Aside amount to equal 25 percent of their total allocation for each SFY. The increase in county Primary Prevention Set-Aside from 20 percent to 25 percent is part of an effort to ensure that California meets federal requirements, particularly those concerning prevention spending. HHS develops its Prevention and FNL budgets in alignment with the approved allocations provided by DHCS.

For Prevention, SCHHS receives an annual allocation of \$304,790, which meets the 25% Prevention Set-Aside requirement established by DHCS. This amount is calculated and determined by DHCS. For FY 22-23 and FY 23-24, HHS has spent approximately 99% of the total Prevention Set-Aside allocation, totaling nearly \$605,900 in claims.

HHS remains committed to the effective, compliant, and strategic use of SUBG funds to support and enhance substance use prevention services within our community.

R9: This recommendation has been implemented. HHS employs a team of prevention staff who regularly participate in available training opportunities provided by DHCS. As an example, in February 2025, staff attended the Advanced Behavioral Health: Action Lab Regional Training Conference, which focused on expanding and sustaining the SUD prevention workforce, sharing prevention success stories and narratives, strengthening the emphasis on health equity in prevention services, and advocating for the critical role of SUD prevention within the broader behavioral health system.

Additionally, assigned SYBH staff attend the annual Friday Night Live Leadership Institute which is designed to equip FNL coordinators, staff, advocates and supporters with effective strategies and best practices for strengthening FNL youth leadership programs and utilizing prevention strategies for both youth underage drinking and cannabis use.

Finally, the Prevention Program Supervisor, who is a certified substance use disorder counselor, regularly stays updated on changes and developments in SUD prevention services by attending the monthly Statewide SUBG Prevention Service Coordinators meetings sponsored by the California Behavioral Health Director's Association and attended by representatives from DHCS. The SUD Prevention Program Supervisor uses the information and insights gained from these meetings to train, support and guide the SUD prevention team.

Sutter County Board of Supervisors Response to 2024-25 Grand Jury Final Report

Attachments:

- A. Lobby hours and photos**
- B. Sutter County Rules Governing Employee Compensation, Benefits, and Working Conditions, Section 6.0 Office Hours**
- C. Staff Analyst Class Specification**
- D. Public Health Epidemiologist Class Specification**
- E. SUBG Policy Manual**
- F. BHIN 22-057**
- G. SABG FY 22/23 & 23/24 Exhibit A**
- H. SABG FY 22/23 & 23/24 Exhibit B**
- I. SABG FY 22/23 & 23/24 Exhibit C, Part 1**
- J. SABG FY 22/23 & 23/24 Exhibit C, Part 2**
- K. SABG SFY 22/24 Approval Letter**
- L. SABG BHRRP Approval Letter**
- M. Tulare County Superintendent of Schools FNL 22/23-23/24**
- N. DHCS MHBG-SABG FAQ**
- O. CA FNL Partnership Overview 2019**
- P. Children and Families Commission Letter**

Toured and Released Jail Report

The Sutter County Board of Supervisors and the Sutter County Sheriff are required to respond to this report. A response from the Sutter County Sheriff is attached, as **Attachment Q**.

Below is the response from the Board of Supervisors, in concert with the County Administrator's Office and the Sheriff's Department.

FINDINGS

Grand Jury Finding #1:

"F1: Ineffective Cooling system is causing potential health risk to incarcerated persons and jail staff (e.g. heat related medical issues)."

Grand Jury Finding #2:

"F2: There are currently several ligature points throughout the jail, particularly in the female holding cells, observation cells and the old portion of the jail which uses grill gates."

Grand Jury Finding #3:

"F3: The maintenance staff and outside contractors have addressed some of the issues by resealing seams and other leak points on the roof."

Grand Jury Finding #4:

"F4: The jail facility staff sought funding for new lighting. Approval was granted and the installation of new lights was scheduled to begin in March of 2025. A projected completion date of June 2025 was provided by the Sutter County Sheriff."

Grand Jury Finding #5:

"F5: The Jail Flooring project is 80% complete as of February 2025. The flooring was also tinted to enhance the jail esthetically and psychologically."

Grand Jury Finding #6:

"F6: The CCTV system has been updated and repairs have been made. The new CCTV system was installed January 2025 to address the issues."

Grand Jury Finding #7:

"F7: The antiquated showers underwent grout repair and were epoxied to enhance easy cleaning."

Response from the Board of Supervisors:

F1: The Board of Supervisors partially disagrees with this finding. The Sutter County Jail offers a range of confinement cells that are served by different cooling systems that can accommodate inmates and staff with heat related medical issues. Additionally, the Sutter County Board of Supervisors has made significant investments in the Jail's cooling system such as substantial

Sutter County Board of Supervisors Response to 2024-25 Grand Jury Final Report

upgrade to over 50% of the jail from 2017 – 2019 during the Main Jail Expansion project.

F2: The Board of Supervisors agrees with this finding.

F3: The Board of Supervisors agrees with this finding.

F4: The Board of Supervisors is not required or invited to respond to this Finding.

F5: The Board of Supervisors is not required or invited to respond to this Finding.

F6: The Board of Supervisors is not required or invited to respond to this Finding.

F7: The Board of Supervisors is not required or invited to respond to this Finding.

RECOMMENDATIONS

Grand Jury Recommendation #1:

“R1: The SCJG recommends the Sutter County Sheriff’s office work with Sutter County Facilities and Development Services as well as Board of Supervisors to begin phasing in the repairs of the outdated cooling system inside the jail this fiscal year or the beginning of Fiscal Year 2026.”

Grand Jury Recommendation #2:

“R2: The SCGJ recommends the Sutter County Sheriff’s office address the remaining ligature points (pipe enclosures) within the jail addressed by the BSCC. The SCGJ also recommends the Sutter County Sheriff’s office seek funding for the retrofitting of the grill gates through the Board of Supervisors this fiscal year or the beginning of Fiscal Year 2026 .”

Grand Jury Recommendation #3:

“R3: The SCGJ recommends the Sutter County Sheriff develop a plan to address a more permanent solution and work with the Sutter County Board of Supervisors to obtain funding to support the maintenance of the roof project. The SCGJ recommends this plan be in place by the beginning of Fiscal Year 2027.”

Grand Jury Recommendation #4:

“R4: The SCGJ recommends completing the multi-phased lighting project by the end of this Fiscal Year 2026.”

Grand Jury Recommendation #5:

“R5: The SCGJ recommends completing the Jail Flooring Project to assist in mitigating slip and fall accidents by the end of Fiscal Year 2025. If additional funding is needed to complete this project, the Grand Jury recommends requesting funds through the Board of Supervisors by the end of this Fiscal Year 2025.”

Grand Jury Recommendation #6:

“R6: No Recommendations.”

Sutter County Board of Supervisors Response to 2024-25 Grand Jury Final Report

Grand Jury Recommendation #7:

"R7: The Grand Jury recommends continuing routine maintenance to keep the shower areas in working order."

Response from the Board of Supervisors:

R1: This recommendation has been partially implemented. The Board of Supervisors authorized a contract in March 2024 with a consultant, Kitchell CEM, which is experienced in California jail and prison construction and remodels to assess the mechanical, electrical and plumbing systems of the Main Jail and the Medium Jail. The consultant has prepared a series of cost estimates for projects to replace and upgrade the various building systems for the two jail structures. The Sheriff's Office is seeking available funding from sources other than Sutter County to begin the projects and it is expected that at least one update project will be underway during Fiscal Year 2025-26.

R2: This recommendation has been partially implemented and should be completed during Fiscal Year 2025-26. The Board of Supervisors approved \$185,000 to the Sheriff's Office for a grill gate retrofit project. This initiative will involve the installation of durable polycarbonate/Lexan material, incorporating ventilation holes and corrections-grade fasteners to ensure security and functionality. This work is scheduled to begin the first quarter of Fiscal Year 2025-26.

Additionally, pipe enclosures for sinks and toilets have been ordered, received and are partially installed, with final completion dependent on maintenance scheduling. To enhance safety, potential ligature points have been replaced with ligature-resistant shelving and towel holders. Wiring throughout the facility has been securely covered to minimize ligature risks, contributing to a safer environment overall.

R3: This recommendation has not been implemented but a plan to identify the necessary funding for the phased replacement of the roof will be prepared by September 2026. The plan will include long-term funding sources for the roof's replacement as a capital project, and may incorporate development impact fees, grants, and a potential sales tax measure.

R4: The Board of Supervisors is not required or invited to respond to this Recommendation.

R5: The Board of Supervisors is not required or invited to respond to this Recommendation.

R6: The Board of Supervisors is not required or invited to respond to this Recommendation.

R7: The Board of Supervisors is not required or invited to respond to this Recommendation.

**Tri-County Youth Development Center and
Maxine Singer Youth Guidance Center**

The Sutter County Board of Supervisors is not required to respond to this report.

FINDINGS

Grand Jury Finding #1:

"F1: SCGJ has no complaints to consider amongst ourselves, nor has it received any complaints from the community. The staff were very professional and attentive to the SCGJ questions."

Response from the Board of Supervisors:

No response is required from the Board of Supervisors.

RECOMMENDATIONS

There are no recommendations in this report and therefore a response is not required.

Attachment

A

SITES WITH PUBLICLY ACCESSIBLE LOBBIES

Adirectory of Sutter County
Health and Human Services
office locations and service hours

Some sites may house multiple lobbies



HEALTH AND HUMAN
SERVICES

*Photos taken before business hours to preserve client confidentiality

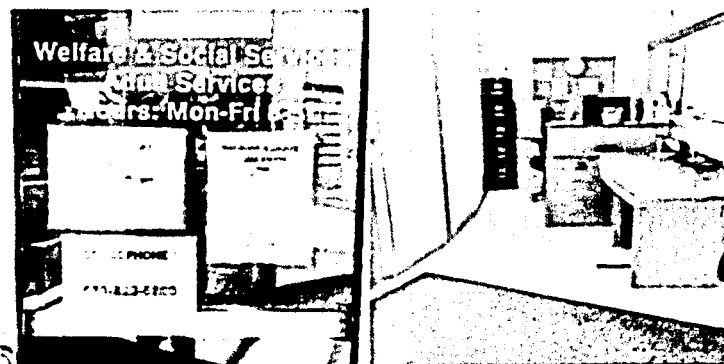
ADULT SERVICES

Adult Protective Services – Client Supports: *Generally, field-based services by appointment in client homes, in the community or by appointment at the address below.*

Address: 1445 Veterans Memorial Circle, Yuba City, CA 95993

Regular Business Hours: Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

Phone Number: For questions about APS needs or services call 530-822-5990 or for after-hours APS reports call 530-822-7227



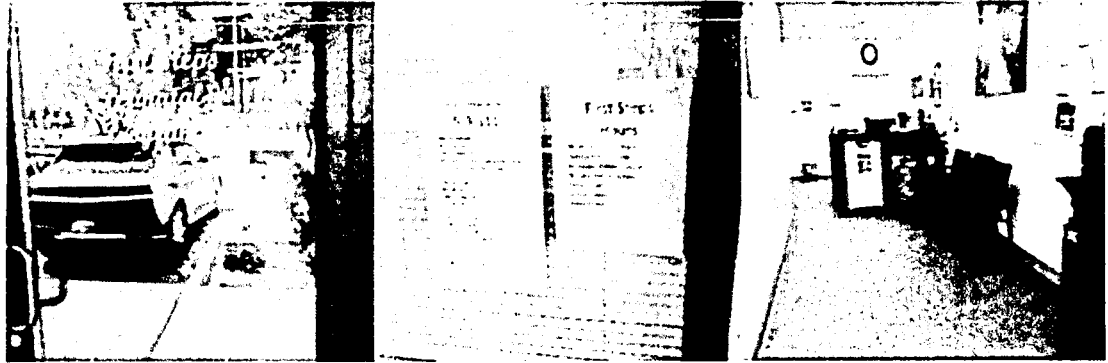
First Steps - *Publicly accessible lobby.*

Address: 545 Garden Highway Suite A, Yuba City, CA 95991

Regular Business Hours: Monday – Thursday, 8:00 a.m. - 6:00 p.m. Closed Friday.

Services by appointment only

Phone Number: 530-822-7263



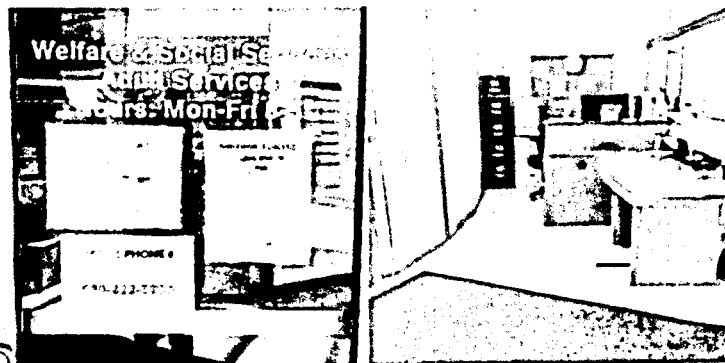
In Home Supportive Services - Client Support: *Publicly accessible lobby.*

Field-based services by appointment in client homes, the community or at this site by appointment.

Address: 1445 Veteran's Memorial Circle, Yuba City, CA 95993

Regular Business Hours: Monday – Friday, 8:00 a.m. – 12:00 p.m. and 1:00 p.m. – 5:00 p.m.

Phone Number: 530-822-5990



Latino Outreach Center - *Publicly accessible lobby*

Address: 545 Garden Highway Suite B, Yuba City, CA 95991

Regular Business Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Closed every other Friday – following the County 9/80 schedule

Walk in and appointment-based services.

Phone Number: 530-674-1885



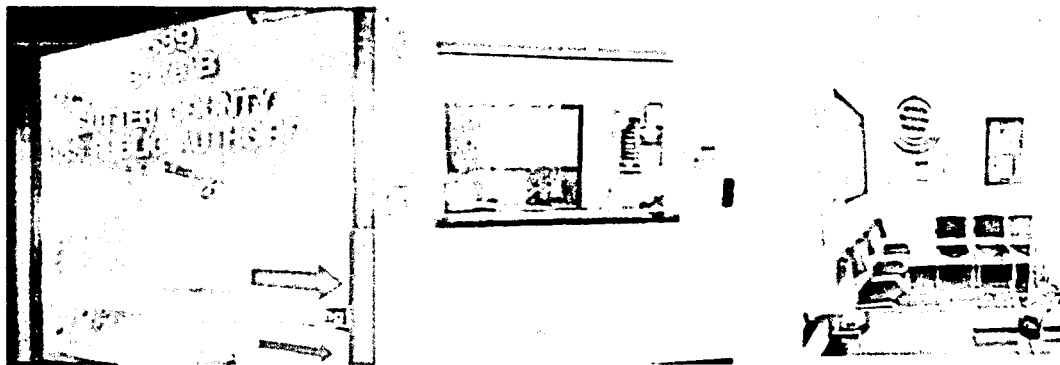
Public Authority/ In Home Supportive Services/Provider Supports

– *Publicly accessible lobby*

Address: 539 Garden Highway Suite B, Yuba City, CA 95991

Regular Business Hours: Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. – 5:00 p.m. Walk-in and appointment-based services.

Phone Number: 530-822-7619



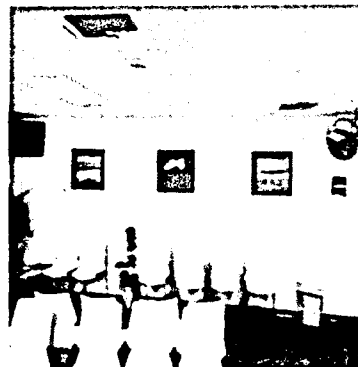
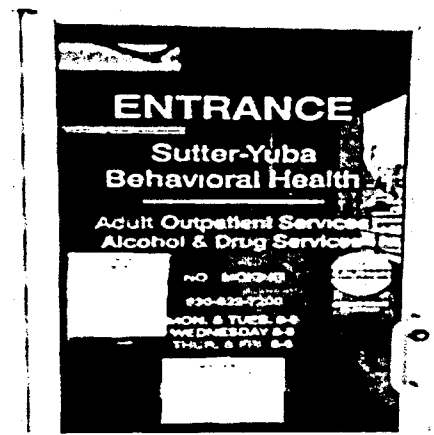
ADULT SERVICES, ACUTE PSYCHIATRIC SERVICES

SYBH ADULT Behavioral Health Services, Acute Psychiatric Services and Public Guardian MAIN LOBBY - *Publicly accessible lobby, crisis walk-ins and appointment-based services.*

Address: 1965 Live Oak Blvd, Yuba City, CA 95991

Regular Business Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m., by appointment for all non-crisis services.

Phone Number: 530-822-7200



¹ Sutter-Yuba Behavioral Health sites in Yuba County are not included in this list but can be provided upon request.

PSYCHIATRIC EMERGENCY SERVICES WAITING ROOM – Doorbell Access
Regular Business Hours: Walk-ins for Crisis Services, 7:00 a.m. -11:00 p.m.
Address: 1965 Live Oak Blvd, Yuba City, CA 95991
Phone Number: 530-673-8255



CHILDREN'S SERVICES

Children's Behavioral Health/Youth Outpatient - Publicly accessible lobby, services by appointment only.

Address: 1445 Veterans Circle, Yuba City, CA 95993
Regular Business Hours: Monday-Friday, 8:00 a.m. to 5:00 p.m.
Phone Number: 530-822-7513

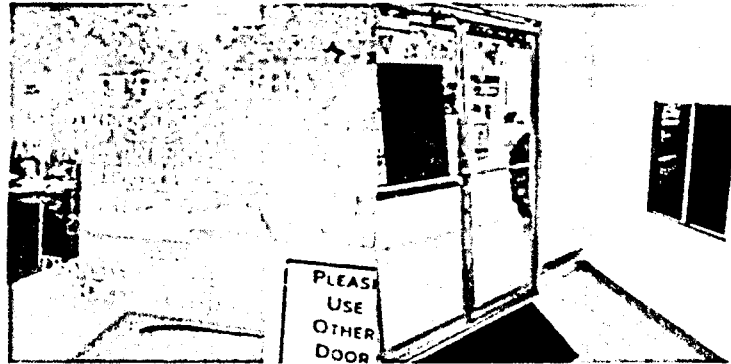


Children's System of Care and Transitional Age Youth – *Publicly accessible lobby, services by appointment only, ring doorbell.*

Address: 807/809 Plumas Street, Yuba City, CA 95991

Regular Business Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m., no walk ins, call for assistance.

Phone Number: 530-822-7478

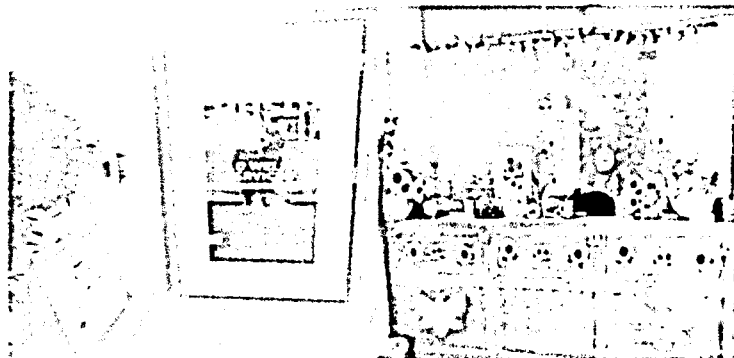


Child Welfare Services – *Publicly accessible lobby, walk-in and appointment-based services, doorbell access.*

Address: 1531 Butte House, Suite A, Yuba City, CA 95993

Regular Business Hours: Monday – Friday, 8:00 a.m. – 5:00 p.m.

Phone Number: 530-822-7227



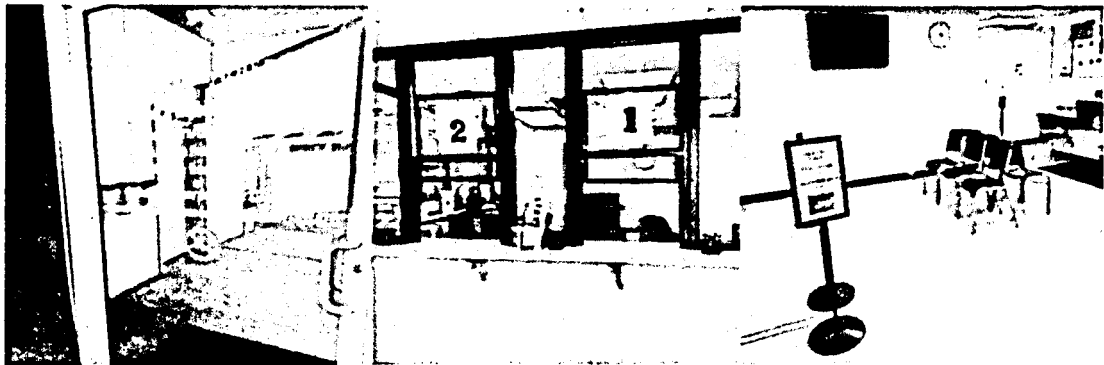
EMPLOYMENT & ELIGIBILITY

Employment and Eligibility - *Publicly accessible lobby, walk-in and appointment-based services.*

Address: 190 Garden Highway, Yuba City, CA 95991

Regular Business Hours: Monday -Friday, 8:00 a.m. – 5:00 p.m.

Phone Number: 1-877-652-0735

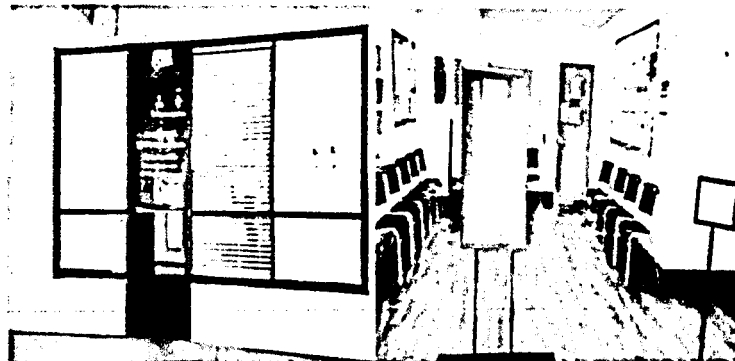


Employment and Eligibility, CalWORKS - *Publicly accessible lobby, walk-in and appointment-based services.*

Address: 539 Garden Highway Suite A, Yuba City, CA 95991

Regular Business Hours: Monday -Friday, 8:00 a.m. – 5:00 p.m.

Phone Number: 530-822-7133



PUBLIC HEALTH

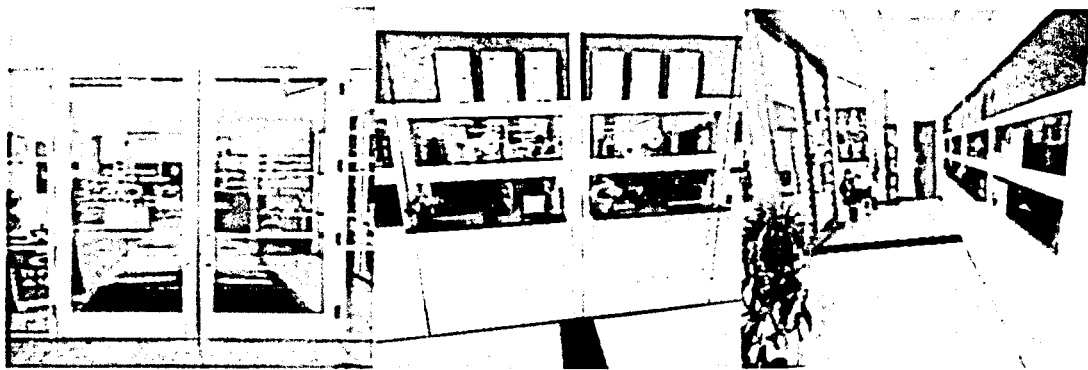
Public Health - Publicly accessible lobby. Walk-ins for Death Certificates, burial permits, Sutter County Birth Certificates, Tuberculosis (TB) Risk Assessments, dropping off applications, and general information. Immunizations and TB skin tests are offered by appointment only.

Address: 1445 Veterans Memorial Circle, Yuba City, CA 95993

Regular Business Hours: Monday-Friday, 8:00 a.m. – 5:00 p.m.

Closed every other Friday following the County 9/80 schedule

Phone Number: 530-822-7215



Women Infants & Children (WIC) Reception within Public Health

Building - Publicly accessible lobby. Client services are appointment based. Walk-ins are accepted upon staff availability.

Address: 1445 Veterans Memorial Circle, Yuba City, CA 95993:

Open 8:00 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 5:00 p.m. on Fridays.

Closed for lunch from 12:00 p.m. to 12:30 p.m. Monday through Thursday and 12:00 p.m. to

1:00 p.m. on Fridays. Main Public Health building reception doors lock at 5:00 p.m. WIC

appointments after 5:00 p.m. are escorted in by WIC staff.

Phone Number: 530-822-7224



Attachment
B

SECTION 6.0
OFFICE HOURS

6.1 Normal Office Hours

All County offices and departments shall be open for public service continuously at least from 8:00 a.m. to 5:00 p.m. except for holidays. Departments are permitted to close to the public every other Friday with the approval of the County Administrative Officer. All departments shall post the hours and days they are open to the public at their physical worksite and in any other location (e.g., website) where operating hours are customarily posted.

(Amended 11/17/20, Confidential Unit Agreement)
(Amended 11/17/20, Resolution 20-061, Management Unit)
(Amended 11/17/20, Probation Officers Safety Unit MOU)
(Amended 11/17/20, Deputy County Counsels & Assistant County Counsel Agreement)
(Amended 03/23/21, General, Supervisory and Professional Units MOU)

6.2 Departments Providing Emergency Twenty-Four Hour Service

The Departments of District Attorney, Public Works, Sheriff-Coroner, Health, Fire Chief, County Service Areas, Emergency Services, Agricultural Commissioner, Behavioral Health, Social Welfare and Probation shall provide for emergency and necessary services on a twenty-four hour basis, every day of the year.

(Adopted 06/02/81, Benefits Book; revised 03/18/2025)

6.3 Departments Requiring Different Office Hours

Departments for which necessity requires a different schedule than that generally applied shall remain open for public service according to schedules prepared by the respective department head and approved by the County Administrative Officer.

(Amended 11/17/20, Confidential Unit Agreement)
(Amended 11/17/20, Resolution 20-061, Management Unit)
(Amended 11/17/20, Probation Officers Safety Unit MOU)
(Amended 11/17/20, Deputy County Counsels & Assistant County Counsel Agreement)
(Amended 03/23/21, General, Supervisory and Professional Units MOU)

Attachment
C



Sutter County Human Resources
Staff Analyst

CLASS CODE	J-00335	SALARY	\$33.70 - \$45.76 Hourly \$2,696.00 - \$3,660.80 Biweekly \$5,841.33 - \$7,931.73 Monthly \$70,096.00 - \$95,180.80 Annually
BARGAINING UNIT	Management	ESTABLISHED DATE	January 18, 1983
REVISION DATE	July 01, 2025		

Job Summary

The Staff Analyst is the journey-level in the Staff Analyst series. Incumbents work under direction and are responsible for performing the full range of duties at the journey level and working independently. This class performs professional administrative staff support work involving management and/or data analysis functions such as research, program evaluation, statistical and financial analysis; and does other related work as required.

The Staff Analyst series are responsible for performing professional level analytical duties involving general administrative, staff development, fiscal, and/or program analytical work. Incumbents may supervise as part of ancillary duties (but not a major responsibility of this position).

Assignment can be in any one the following options: staff development, fiscal, or program analysis; or, incumbents may be assigned to perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility. For positions specifically assigned to a specialized option, specific qualifications and recruitments are permitted.

Example of Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

- Performs, coordinates, monitors, and participates in various administrative analytical functions, typically within a departmental program or administrative section.
- Reviews program updates, letters, and notices for potential impact on various programs and activities; recommends and prepares policy and procedure changes to ensure compliance.
- Compiles, maintains, and analyzes data; identifies trends, and makes recommendations involving the formulation of policy and procedures, as well as staffing and organizational changes.
- Serves as a resource and provides advice and information to supervisors, managers, and other internal staff, the public, and other agencies in area(s) of assignment including the interpretation and explanation of a variety of programs, policies, rules, regulations, labor contracts, and Memorandum of Understanding.

- Conducts surveys and performs research and statistical analyses on administrative, fiscal, personnel, staff development, and/or programmatic problems.
- Makes presentations before committees, boards, commissions, departmental staff, advisory groups, or community groups to provide information and recommendations, advocate a position, encourage participation, and/or respond to questions.
- Analyzes business process requirements and coordinates with information technology staff and/or consultants to develop automated solutions.
- May plan and coordinate the design and implementation of new and revised programs, systems, procedures, methods of operation, and forms.
- Compiles materials; prepares analytical reports, manuals, and publications.
- Prepares public relations materials (e.g. brochures, informational materials, customer satisfaction surveys).
- Provides consultation and recommends solutions regarding research findings, organizational improvement initiatives and related issues concerning departmental effectiveness and goal attainment. Evaluates effectiveness through performance measure development and monitoring activities and recommends modifications.
- Collaborates with County departments and agencies on cross-functional projects.
- Coordinates assigned activities with other departments, divisions, units, and with outside agencies; represents the division or department in committee meetings; responds to complaints and requests for information.
- Establishes and maintains positive working relationships with co-workers; representatives of community organizations; state/local agencies and associations; internal management and staff; and the public by utilizing principles of effective customer service.
- Reviews, evaluates, and recommends actions on appeals for administrative hearings; makes presentations to the Administrative Law Judge on behalf of the assigned department.
- Investigates client complaints; maintains complaint-related documentation.
- Plans, designs, performs, and documents quality assurance activities pertaining to staff qualifications, case activities, financial, and/or other assigned functions.
- May supervise employees by assigning, monitoring, reviewing, and evaluating their work; may provide training to less experienced staff.
- Performs related duties as assigned.

For Staff Development Option (in addition to the general duties):

- Conducts training needs assessment at an organizational level to obtain information to determine training programs/subjects needed for all levels of employees.
- Conducts training needs assessment at the individual employee level to determine employees to be sent to specific training programs, based on participant needs and relevancy of training to participant's job duties.
- Identifies, develops, and/or coordinates resources for training and staff development including curricula, workshops, college coursework, training programs, and on-the-job training sessions.
- Develops and conducts workshops and training sessions on a variety of topics, including, but not limited to, technical skills, program areas, supervisory principles, customer service skills, safety, diversity, and sexual harassment prevention in order to provide the necessary information in each subject in the most effective manner.
- Reviews the work of new employees while they are completing a training program to ensure effective learning and progression through the program.

For Fiscal Option (in addition to the general duties):

- Performs fiscal analyses and prepares recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares

recommendations for department management.

- May participate in the preparation of the department's annual budget, including analysis and estimates of expenditures and analysis and projections of revenues.
- Reviews financial data on an on-going basis to ensure conformance with established guidelines.
- Recommends and establishes general fiscal procedures to improve department operations based on cost/benefit studies.
- Assists in the fiscal and accounting oversight, monitoring, and management of contracts, grants, and other funding/expenditure sources.

For Program Analysis Option (in addition to the general duties):

- Plans, identifies, and analyzes program administration problems and develops solutions.
- Reviews existing and proposed local, state, and federal legislation/regulations for impact on the department's activities, consults with department personnel; develops recommendations; and prepares proposed changes.
- Performs departmental quality assurance duties by reviewing casework and analyzing time studies and production analyses.
- Extracts and reviews data to prepare reports consisting of specific program/caseload data to monitor progress toward goals, including progress of Quality Improvement Plan.

May be assigned to special County committees to assist in program development; research program legislation; develops staff reports; compiles data and develops a variety of reports, oral and written presentations.

Minimum Qualifications

Knowledge of:

Public and business administration principles and practices; Methods and techniques involved in conducting analytical studies of administrative and management practices, methods, and procedures; General research practices, techniques, and terminology to conduct research for a department; A variety of computer software applications, including database, graphics/presentation, work processing and spreadsheet software; Methods and techniques of report preparation; English language (i.e. composition, spelling, grammar, and sentence structure); Project management principles to ensure projects activities are conducted in a fiscally responsible and timely manner; Principles and practices of effective customer service; Principles of teamwork and teambuilding in order to work effectively as a member of a team and facilitate effective teamwork; Principles and practices of the functional areas applicable to the assigned options; Principles and practices of leadership and supervision; and Community needs and resources.

Some Knowledge of:

Statistical methods, principles, and practices. Federal, state, and local laws, rules and guidelines governing the assignment area.

Ability to:

Analyze a situation or problem, including stressful situations, accurately and objectively to identify alternative solutions and determine an effective course of action; Collect and analyze data and information to derive logical conclusions; Formulate options and make recommendations based on data and information collected; Analyze policies, procedures, and programs and make effective recommendations; Make sound decisions and independent judgments within established guidelines; Read, interpret, and apply a variety of information (e.g. laws, policies, procedures, court cases, memorandum of understanding, ordinances, contract provisions, legislations, directives) to provide information and ensure compliance; Analyze and interpret basic statistics;

Perform arithmetic calculations, including ratios and percentages; Operate a computer to prepare results of analyses (i.e. reports, tables, charts, and graphs) and perform operations (i.e. conduct research on the internet, collect, input, and retrieve data and information); Express information and ideas orally in a clear, concise, organized manner by using proper diction, grammar and volume so that others will understand; Make effective presentations and respond to questions from various groups, including boards, committees, and the public; Identify problems and central issues;

Reason logically and critically; Develop and maintain cooperative, effective working relationships with co-workers, representatives of community organizations, state/local agencies and associations, supervisors, internal management staff, employee representatives and the public; Influence and persuade others to accept a particular viewpoint or to follow a particular course of action; Work and interact with a variety of individuals from various socioeconomic, ethnic, and cultural groups; Work independently and accept increasing responsibility; Prioritize, plan, coordinate, and organize simultaneous work assignments and projects to meet critical and competing deadlines; and Manage projects by developing project budgets and timelines to ensure projects meet time and budget guidelines.

For Staff Development Option (in addition to general KAs):

Knowledge of:

- Principles and practices of employee training and development.
- Adult learning processes.
- Variety of training programs for employee development.
- State and federal laws and regulations related to public assistance programs.
- Basic training needs assessment practices.
- Basic training techniques and methods (e.g. lecture, group exercises, handouts, quizzes).

Ability to:

- Plan, organize, and conduct presentations, workshops, and training sessions on a variety of topics.
- Create visually appealing and understandable training aids and presentations using presentation software.

For Fiscal Option (in addition to general KAs):

Knowledge of:

- Budget preparation and control, basic accounting principles.
- Methods and procedures of governmental budget preparation and control.
- Financial statement preparation.
- Cost/benefit analysis.

Ability to:

- Perform budget, grant, and contract analysis, preparation, and monitoring.
- Analyze and make effective recommendations regarding financial and accounting procedures.
- Compile, compute, and summarize data related to the acquisition, distribution, and utilization of funds.

For Program Analysis Option (in addition to general KAs):

Knowledge of:

- Theories, principles, goals, and objectives of public social services/child support services.

- Laws, rules, and regulations governing assigned program areas.
- State and federal laws and regulations related to public assistance programs.

Ability to:

- Apply program planning principles and techniques to problems and issues.
- Build coalitions among groups with differing needs and objectives.
- Plan and evaluate social service/child support programs.

Education and Experience:

Pattern 1: One (1) year of full-time experience as a Staff Analyst Associate classification in Sutter County, or an equivalent classification within another agency;

OR

Pattern 2: Graduation from an accredited four-year college or university with a Bachelor's degree;

AND

Depending upon the option recruited for, two (2) years of full-time professional experience performing analytical work in the following areas: general administrative, personnel, fiscal, program, or staff development;

Or any combination of education and experience that provides equivalent knowledge skills and abilities.

License or Certificate:

This classification may require a valid California driver's license.

Disaster Service Workers:

All Sutter County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or County.

Special Requirements

Requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office to another; ability to see; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry or use of other office equipment or supplies; ability to operate a motor vehicle.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Job Description History

Established: 01/18/83

Revised: 08/28/84, 7/30/96, 04/27/99, 3/27/07, 10/10/23, 7/1/25

Salary Range: MGT39

FLSA: Exempt

Attachment
D



Sutter County Human Resources
PUBLIC HEALTH EPIDEMIOLOGIST

CLASS CODE	J-00275	SALARY	\$38.14 - \$51.40 Hourly \$3,051.20 - \$4,112.00 Biweekly \$6,610.93 - \$8,909.33 Monthly \$79,331.20 - \$106,912.00 Annually
BARGAINING UNIT	Professional	ESTABLISHED DATE	July 09, 2002
REVISION DATE	June 11, 2025		

Job Summary

Under direction, plans, initiates and conducts epidemiological investigations; organizes and conducts field studies and disease surveillance to determine the patterns of disease in the community; investigates to determine the probable cause of disease outbreaks to prevent avoidable morbidity and mortality; monitors the effectiveness of public health activities in addressing community health indicators; participates in epidemiological planning, preparation, and response to emergencies and disasters, and performs related duties as required.

Example of Duties

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be required and assigned.

- 1. Plans, initiates and conducts epidemiological investigations; organizes and conducts field studies and disease surveillance to determine the patterns of disease in the community.*
- 2. Establishes, maintains, coordinates, reviews and evaluates surveillance and epidemiology programs and activities for the County including HIV/AIDS, other communicable diseases, vital statistics, maternal and child health, environmental epidemiology, public health emergency and disaster health status surveillance, and other programs.*
- 3. Collects, reviews, and evaluates data including case reports, health statistics, demographic information and the results of laboratory tests to identify possible epidemiological trends, locations and sources.*
- 4. Designs, implements, and utilizes computerized data storage, retrieval and analysis systems for epidemiological research and studies.*
- 5. Advises department officials on the interpretation and implication of statistical analysis, survey data and program evaluations; assists in design and analysis of program evaluation and quality measures for public health programs and activities; participates in the Public Health Accreditation process including collection and analysis of data for Community Health Assessment; serves as a resource and technical consultant on epidemiology to departmental officials, physicians, nurses, the public, and other agencies.*

6. *Supports and trains public health staff in applicable epidemiological methods, technologies, and concepts; participates in development and updating of communicable disease and public health emergency plans and procedures; participates in the development and preparation of project proposals for state, federal and private funding.*
7. *Participates on various committees, study groups, and task forces in the community; makes technical and informational presentations to professionals and the public.*

Minimum Qualifications

Knowledge of:

Knowledge of principles and practices of epidemiology including design and evaluation of epidemiological research, theory, practice, and application of epidemiological methodologies; methods of preparation of scientific research reports; principles and method of public health practice; principles and practices of statistics and its applications in epidemiological research and studies; computer software to generate, organize, and display statistical charts, graphs and other research data; current developments in epidemiology and general medicine.

Knowledge and experience in emergency preparedness and response, such as ICS, NIMS and SEMS and public health emergency response, is desirable.

Ability to:

Ability to design, direct, and conduct surveillance and epidemiological studies and research projects, evaluate results, and make conclusion; give an account of the epidemiology of community health disease and apply this knowledge to the control of disease, evaluate clinical and preventive procedures; develop measures and analyze data for continuous quality improvement (CQI); develop measures and analyze data for program performance and outcomes; perform, direct, and coordinate the collection, analysis, interpretation, and evaluation of health data; identify and apply sophisticated statistical techniques; understand and apply the use of the computer in epidemiology; critically read epidemiological literature and identify possible sources of bias and error in published data; use tact and persuasion in eliciting information, explaining, and advocating research objectives and methods; establish and maintain cooperative relationships with and between people in the department and in the community, both lay and professional; prepare scientific, technical reports and project proposals; speak and write clearly, concisely, and logically; plan, initiate, and complete work assignments with minimal supervision.

Education and Experience:

Bachelor's Degree from an accredited college or university in Epidemiology, Public Health or a Health Science field with emphasis or specialization in Epidemiology and one year of experience designing, conducting, analyzing, interpreting, and evaluating epidemiologic or similar research studies, preferably in a public health setting. A Master's Degree in Epidemiology, Public Health or a Health Science field is preferred. A combination of education and experience which demonstrates possession of and competency in the requisite knowledge and abilities.

Special Requirements

Essential Duties require the following physical skills and work requirements:

Requires the ability to maintain mental capacity which allows the capability of exercising sound judgment and rational thinking under varied circumstances; ability to perform critical thinking and analysis required for performance of core epidemiological functions; ability to think and act quickly in emergencies; requires the ability to exert a small amount of physical effort in sedentary to light work involving moving from one area of the office

to another; to navigate indoors or outdoors to gather field data; ability to adapt and work in an altered environment as might occur in a disaster; ability for close vision, color vision, and ability to adjust focus; ability to hear and communicate orally; requires sufficient hand/eye coordination to perform semi-skilled repetitive movements, such as typing, data entry, completion of documents with handwriting, or use of other office equipment or supplies; ability to operate a motor vehicle.

License or Certificate:

May require the possession and maintenance of a valid California Driver's license.

Disaster Service Workers:

All Sutter County employees are designated as Disaster Service Workers during a proclaimed emergency and may be required to perform certain emergency services at the direction of the department and/or County.

Recruitment Process

The recruitment process for this position includes completing an application and participating in oral interview(s). Please notify the Human Resources Department prior to the final filing date for this position if you believe you have a disability, which would make it difficult to participate in any portion of the recruitment process and would require reasonable accommodation. Sutter County reserves the right to require medical documentation concerning the need for accommodation. Offers of employment are contingent upon investigation of employment history, references, drug testing, medical review/exam and fingerprinting in addition to other appropriate requirements of the position.

NOTE: Sutter County utilizes E-Verify to confirm the eligibility of employees to work in the United States.

The County of Sutter is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodation to qualified individuals with disabilities. Sutter County encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Class Characteristics

This class is responsible for sophisticated surveillance, identification and complex control measures of communicable and reportable disease hazards and environmental disease hazards. The incumbent applies advanced technical epidemiological models to determine patterns of disease in the community and designs research projects to assess levels of community morbidity or apply successful interventions to local projects. This position provides consultation to Public Health staff assigned to communicable disease control activities.

Job Description History

Established: 07/09/02, 10/13/15

Revised: 3/15/25, 6/11/25

Salary Range: PRO43

FLSA: Non-Exempt

Bargaining Unit: Professional

Attachment

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You can find this document in its entirety at:

<https://www.dhcs.ca.gov/provgovpart/Documents/SUBG-Policy-Manual.pdf>

Substance Use Prevention, Treatment, and Recovery Services Block Grant (SUBG) Policy Manual

Version 3.2 (3.6.2025)

Community Services Division

Federal Grants Branch



**CALIFORNIA DEPARTMENT OF
HEALTH CARE SERVICES**

Attachment
F



MICHELLE BAASS
DIRECTOR

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



GAVIN NEWSOM
GOVERNOR

Date: October 27, 2022

Behavioral Health Information Notice No: 22-057

TO: California Alliance of Child and Family Services
California Association for Alcohol/Drug Educators
California Association of Alcohol & Drug Program Executives, Inc.
California Association of DUI Treatment Programs
California Association of Social Rehabilitation Agencies
California Consortium of Addiction Programs and Professionals
California Council of Community Behavioral Health Agencies
California Hospital Association
California Opioid Maintenance Providers
California State Association of Counties
Coalition of Alcohol and Drug Associations
County Behavioral Health Directors
County Behavioral Health Directors Association of California
County Drug & Alcohol Administrators

SUBJECT: Allocation of Funding for Substance Use Disorder Prevention, Treatment,
and Recovery Services, State Fiscal Year 2022-23 and 2023-24
Allocations

PURPOSE: This Information Notice (IN) transmits the State Fiscal Year (SFY) 2022-23
and 2023-24 Substance Abuse Prevention and Treatment Block Grant
(SABG) Allocations, based on the Governor's Approved Budget, to County
Behavioral Health Program Directors and County Drug and Alcohol
Administrators for informational and planning purposes.

REFERENCE: Health & Safety Code §11814

BACKGROUND:

This IN includes three exhibits:

- (A) Overview of Programs, Funding, and Allocation Methodologies
Exhibit A describes the allocation methodologies and the permitted uses of the
SABG funds administered by the Community Services Division in the
Department of Health Care Services (DHCS).
- (B) Statewide Allocation Summary of SABG Funds
Exhibit B displays the SABG total statewide allocations from DHCS for
substance use disorder prevention and treatment service programs.

October 27, 2022

(C) SABG Exchange Program

Exhibit C, Part 1, provides a description of the SABG Exchange Program, which allows small counties (fewer than 40,000 residents) to exchange SABG Perinatal and SABG Adolescent and Youth Treatment allocations for SABG Discretionary funds. Exhibit C, Part 2, provides a table showing the SABG Table of Exchanges.

DISCUSSION:

The total SABG allocation to counties will be \$230,354,367 for SFY 2022-23 and \$230,354,367 for SFY 2023-24. These proposed allocations of funds are contingent upon enactment of the SFY 2022-23 and 2023-24 Budget Act and federal appropriations. Should any adjustments be made after enactment of the SFY 2022-23 or 2023-24 Budget Act, a revised IN will be issued to reflect allocation revisions.

Due to the shift from advance payments to SABG payment in arrears, counties will no longer make the determination of paying expenditures from a specific Federal Fiscal Year (FFY) and are expected to track spending by SFY during the SABG period of performance. For SFY 2022-23, counties will be responsible for administering the allocations provided in their SFY 2022-23 SABG County Applications from July 1, 2022 through June 30, 2023. For SFY 2023-24, counties will be responsible for administering the allocations provided in their SFY 2023-24 SABG County Applications from July 1, 2023 through June 30, 2024.

Invoicing and Payment

DHCS will notify counties from which FFY award their SABG Invoices (formerly known as Quarterly Federal Financial Management Reports) have been reimbursed for purposes of cost reporting. DHCS will email SABG Invoice templates to county fiscal contacts prior to the start of SFY 2022-23 and 2023-24. The SABG Invoice contains a workbook, titled "DHCS USE ONLY", indicating from which FFY award the invoice was paid. Counties will receive copies of the completed SABG Invoice form following payment.

The due dates for SFY 2022-23 SABG Invoices will be as follows:

- SFY2022-23 Q1 (07/01/2022 – 09/30/2022): 11/15/2022
- SFY2022-23 Q2 (10/01/2022 – 12/31/2022): 02/15/2023
- SFY2022-23 Q3 (01/01/2023 – 03/31/2023): 05/15/2023
- SFY2022-23 Q4 (04/01/2023 – 06/30/2023): 08/15/2023

Behavioral Health Information Notice No.: 22-057

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October 27, 2022

The due dates for SFY 2023-24 SABG Invoices will be as follows:

- **SFY2023-24 Q1 (07/01/2023 – 09/30/2023): 11/15/2023**
- **SFY2023-24 Q2 (10/01/2023 – 12/31/2023): 02/15/2024**
- **SFY2023-24 Q3 (01/01/2024 – 03/31/2024): 05/15/2024**
- **SFY2023-24 Q4 (04/01/2024 – 06/30/2024): 08/15/2024**

Additional copies of this IN and associated Exhibits can be downloaded from the DHCS website. Questions concerning this IN and its Exhibits should be directed to SABG@dhcs.ca.gov.

Sincerely,

Original signed by

**Marlies Perez, Chief
Community Services Division**

Exhibits

Attachment

G

EXHIBIT A

State Fiscal Year (SFY) 2022-23 and 2023-24 Substance Abuse Prevention and Treatment Block Grant (SABG) Allocation Overview of Programs, Funding, and Allocation Methodologies

This Exhibit describes the Department of Health Care Services' (DHCS) allocation methodologies and programs for the SFY 2022-23 and 2023-24. For complete information on the terms and conditions of all funds and programs, please refer to your county's Performance Contract and SFY 2022-23 and 2023-24 SABG County Application.

FEDERAL TRUST FUNDS

The U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration (SAMHSA) provides Federal SABG funds to states. The block grant program number is 93.959 in the Catalog of Federal Domestic Assistance.

SABG Award

The SFY 2022-23 and 2023-24 Budget Act Allocation includes funds from the Federal Fiscal Year (FFY) 2022, 2023, and 2024 SABG Awards. The allocation presumes the FFY 2023 and 2024 SABG Awards will continue to be funded at the same or similar level as the FFY 2022 SABG Award. Counties must report non-cumulative expenses for each award through a SABG Invoice (formerly referred to as the Quarterly Federal Financial Management Reports). (See MHSUDS Information Notice 18-057). Payments to counties are based on actual expenditures and reimbursement of incurred costs. SABG Invoices and supporting detail are due 45 days after each SFY quarter.

SABG funds are allocated to counties to provide program funding for categorical areas of need. Only Discretionary funds may be expended on programs supporting other areas of need identified by the SABG Set-Asides. Set-Aside funds shall only be expended on those specific areas and cannot be used for other programs unless specified.

SFY 2022-23 SABG Discretionary – \$148,113,846

SFY 2023-24 SABG Discretionary – \$148,113,846

SABG Discretionary funds provide for needed substance use disorder (SUD) treatment, prevention, and recovery services, including services to specific populations. Those populations include youth and pregnant and parenting women. In accordance with United States Code (U.S.C.), Title 42, Section 300x-22, SABG Discretionary funds may be spent on planning, carrying out, and evaluating activities to prevent and treat SUD. For counties with populations of less than 40,000 residents, DHCS continues the SABG Exchange Program that allows them to exchange SABG Perinatal Set-Aside and SABG Adolescent and Youth Treatment (AYT) funds for SABG Discretionary funds. For a description of the SABG Exchange Program, please refer to Exhibit C, Part 1. In an effort to assist counties in spending down their allocation amounts for SFY 2022-23 and

EXHIBIT A

2023-24, each county's Discretionary amount has been slightly reduced to allow for an increase to each county's Primary Prevention Set-Aside amount.

SFY 2022-23 Prevention Set-Aside – \$57,848,095

SFY 2023-24 Prevention Set-Aside – \$57,848,095

U.S.C. Title 42, Section 300x-22(a) requires the State to spend a minimum of 20 percent of its total SABG Award on primary prevention services. For SFY 2022-23 and 2023-24, California continues to prioritize prevention, which is defined as strategies, programs and services directed at individuals who have not been determined to require treatment for SUD. As a result, DHCS continues to allocate each county's Primary Prevention Set-Aside amount to equal 25 percent of their total allocation for each SFY. The increase in county Primary Prevention Set-Aside from 20 percent to 25 percent is part of an effort to ensure that California meets federal requirements, particularly those concerning prevention spending. DHCS is not accepting requests to adjust the SFY 2022-23 or 2023-24 SABG Primary Prevention Set-Aside at this time.

A county's spending of their allocated primary prevention funds is integral to meeting federal SABG spending requirements and aligning with California's priorities. Counties must utilize SAMHSA's Strategic Prevention Framework in their local decision making, prioritizing high need areas and populations, based on data and evidence where applicable, and select strategies that will best address the high need areas and populations being served. Strategies may consist of both individual- and population-based services using one or more of the Center for Substance Abuse Prevention's six prevention strategies: Information Dissemination, Education, Alternatives, Problem Identification and Referral, Community-Based Process, and Environmental.

SFY 2022-23 Friday Night Live/Club Live – Distributed by The California Friday Night Live Partnership (CFNLP)

SFY 2023-24 Friday Night Live/Club Live – Distributed by CFNLP

The Friday Night Live (FNL) program is a youth development program, designed for high-school youth and designed to prevent alcohol and other drug use. As an extension of FNL, Club Live (CL) is directed toward middle school-aged students. Also included are FNL Kids, focusing on 4th through 6th grade youth, and FNL Mentoring, which co-engages middle and high school-aged students. CFNLP as the technical assistance and grant making intermediary, will administer the annual funding for the FNL/CL program beginning in SFY 2022-23. Participating counties must notify the CFNLP and DHCS of intent to participate in the FNL program by April 1st, before each SFY via the following webpage: https://www.surveymonkey.com/r/SABG_FNL_Opt-In. A county may defer all of its responsibility of the FNL program to a direct provider in the County as negotiated with the CFNLP and upon approval of DHCS.

EXHIBIT A

By opting into the FNL program, the identified Friday Night Live program has access to no-cost technical assistance, training, mini-grants and any other FNL-specific funding made available for FNL programs.

The FNL Set-Aside allocations are provided directly from DHCS and the CFNLP through a separate process. Therefore, FNL Set-Aside allocations are no longer included in Exhibit B of this Information Notice. Please note that in future fiscal years, FNL Set-Aside funding will no longer be communicated through the SABG Allocation Information Notices.

SFY 2022-23 Perinatal Set-Aside – \$17,057,843

SFY 2023-24 Perinatal Set-Aside – \$17,057,843

Perinatal Set-Aside funds are used for women-specific services for treatment and recovery from alcohol and other SUD, along with diverse supportive services for California women and their children. Perinatal programs, as part of the Perinatal Services Network, must meet the requirements set forth in the Perinatal Practice Guidelines (PPG). Counties must use these funds to increase or maintain existing perinatal treatment capacity and programs. Counties may also use these funds to add new perinatal services or programs or change existing programs. See the Perinatal Practice Guidelines.

Perinatal Set-Aside funding is a component of the SABG Exchange Program. DHCS is allocating SFY 2022-23 and 2023-24 SABG Perinatal Set-Aside funds based on the SFY 2021-22 final allocation level. For more information on how the Exchange Program affects a specific county's Perinatal Set-Aside, please refer to Exhibit C, Part 1 of this Information Notice.

SFY 2022-23 Adolescent and Youth Treatment Program – \$7,334,583

SFY 2023-24 Adolescent and Youth Treatment Program – \$7,334,583

SABG Adolescent Youth Treatment (AYT) funds provide comprehensive, age-appropriate, SUD services to youth. The Adolescent Substance Use Disorder Best Practices Guide, revised in October 2020, is designed for counties to use in developing and implementing AYT programs funded by this allocation. Please see the Adolescent Substance Use Disorder Best Practices Guide.

AYT funding is a component of the SABG Exchange Program. DHCS is allocating SFY 2022-23 and 2023-24 SABG AYT funds based on the SFY 2021-22 final allocation level. For more information on how the Exchange Program affects a specific county's AYT Set-Aside, please refer to Exhibit C, Part 1 of this Information Notice.

SFY 2022-23 Human Immunodeficiency Virus (HIV) Early Intervention Services (EIS) Allowance - \$11,517,718

EXHIBIT A

SFY 2023-24 HIV EIS Allowance - \$11,517,718

The SABG HIV EIS fund allowance may be used to provide oral fluid rapid HIV tests, and HIV pre- and post-test counseling.

Instead of a traditional set-aside, DHCS has established an annual HIV EIS allowance for each county (refer to Exhibit B – Statewide Allocation Summary of SABG Funds). Counties may use their Discretionary SABG funds for HIV EIS activities up to the predetermined allowance amount. Any expenditure for HIV EIS services will reduce the county's Discretionary Fund allocation accordingly.

For further information, please refer to DHCS Behavioral Health Information Notice No. 21-007.

Attachment
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October 2012

Page 2

SUBSTANCE ABUSE PREVENTION AND TREATMENT BLOCK GRANT (SABP)								
County	Total Discretionary Funds	Total Prevention Discretionary	Total Treatment Discretionary	Adolescent and Youth Treatment Funds	Total SABP Funds	7% (or 5% if no allocation) of total allocation for SABP (discretionary funds only)	January 2000 Population	January 2000 Population
ALABAMA	4,380,384	2,200,381	1,912,000	212,700	4,380,384	308,177	1,001,971	1,001,971
ALASKA	277,424	27,424	27,424	27,424	277,424	19,420	60,367	60,367
ARIZONA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
ARKANSAS	54,103	10,821	10,821	10,821	54,103	3,827	12,400	12,400
CALIFORNIA	347,240	173,620	173,620	173,620	347,240	24,307	80,700	80,700
COLORADO	324,418	162,209	162,209	162,209	324,418	22,709	75,667	75,667
CONNECTICUT	2,117,467	1,058,734	1,058,734	1,058,734	2,117,467	148,223	480,671	480,671
DELAWARE	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
FLORIDA	3,117,467	1,558,734	1,558,734	1,558,734	3,117,467	218,223	696,671	696,671
GEORGIA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
HAWAII	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
ILLINOIS	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
INDIANA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
IOWA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
KANSAS	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
KENTUCKY	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
LOUISIANA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MAINE	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MARYLAND	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MASSACHUSETTS	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MICHIGAN	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MINNESOTA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MISSISSIPPI	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MISSOURI	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
MONTANA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NEBRASKA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NEVADA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NEW HAMPSHIRE	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NEW JERSEY	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NEW MEXICO	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NEW YORK	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NORTH CAROLINA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
NORTH DAKOTA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
OHIO	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
OKLAHOMA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
OREGON	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
PENNSYLVANIA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
RHODE ISLAND	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
SOUTH CAROLINA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
SOUTH DAKOTA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
TENNESSEE	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
TEXAS	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
UTAH	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
VERMONT	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
VIRGINIA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
WASHINGTON	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
WEST VIRGINIA	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
WISCONSIN	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
WYOMING	344,101	117,004	117,004	117,004	344,101	24,287	80,700	80,700
STATEWIDE TOTAL	44,113,040	22,056,520	22,056,520	22,056,520	44,113,040	3,087,913	9,817,710	9,817,710

October 2022

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SUBSTANCE ABUSE PREVENTION AND TREATMENT BLOCK GRANT (SABP)							
County	Total Discretionary Funds	Total Prevention Sub-Grants	Total Perinatal Sub-Grants	Addendum and Youth Treatment Funds	Total SABP Funds	7% 10% 25% Allocation Amount (calculated as 7% of total allocation, any unexpended for this allocation will reduce Discretionary Fund allocation accordingly)	January 2023 Population
ALABAMA	6,888,264	3,789,391	1,882,888	472,190	6,144,469	488,172	1,081,870
ALASKA	377,278	20,883	-	-	398,161	16,000	1,200
ARIZONA	348,121	117,854	-	-	230,267	21,111	48,307
ARKANSAS	361,232	218,240	777,308	20,887	1,367,665	82,768	307,899
CALIFORNIA	361,232	128,648	6,125	10,280	506,175	20,300	30,000
CALIFORNIA	361,232	128,648	-	-	489,880	21,728	31,000
CONNECTICUT	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
DELAWARE	361,232	118,270	-	-	479,502	28,888	27,810
DISTRICT OF COLUMBIA	361,232	118,270	-	-	479,502	28,888	27,810
FLORIDA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
GEORGIA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
HAWAII	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
ILLINOIS	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
INDIANA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
IOWA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
KANSAS	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
KENTUCKY	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
LOUISIANA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MAINE	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MARYLAND	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MASSACHUSETTS	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MICHIGAN	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MINNESOTA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MISSISSIPPI	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MISSOURI	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
MONTANA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NEBRASKA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NEVADA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NEW HAMPSHIRE	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NEW JERSEY	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NEW MEXICO	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NEW YORK	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NORTH CAROLINA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
NORTH DAKOTA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
OHIO	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
OKLAHOMA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
OREGON	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
PENNSYLVANIA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
RHODE ISLAND	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
SOUTH CAROLINA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
SOUTH DAKOTA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
TENNESSEE	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
TEXAS	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
UTAH	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
VIRGINIA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
WASHINGTON	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
WEST VIRGINIA	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
WISCONSIN	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
WYOMING	3,117,887	1,186,843	1,888,311	278,887	6,700,222	138,000	1,188,000
STATEWIDE TOTAL	148,112,848	87,848,000	17,887,848	7,384,888	259,384,888	11,817,718	88,188,888

Attachment

I

**State Fiscal Year (SFY) 2022-23 and 2023-24
Substance Abuse Prevention and Treatment Block Grant (SABG)
Exchange Program**

Background

The SABG Exchange Program was created to allow for flexibility in SABG spending for counties with a population of less than 40,000 residents. These smaller counties lack sufficient populations and ongoing demand for specialized treatment services under the Perinatal and Adolescent/Youth Treatment (AYT) Set-Asides. By allowing the exchange of Perinatal and AYT funds for Discretionary funds, small counties have the ability and opportunity to best respond to treatment needs and diminish the possibility that they will need to return unexpended SABG funds. Counties participating in the Exchange Program are expected to utilize the increase of Discretionary funds to treat substance use disorder clients, including Perinatal and AYT clients, to the extent they have such clients. Counties providing perinatal services must meet the requirements set forth in the Perinatal Practice Guidelines. The Adolescent Substance Use Disorder Best Practices Guide are designed for counties to use in developing and implementing AYT programs.

SABG Exchange Program for State Fiscal Year (SFY) 2022-23 and 2023-24

For SFY 2022-23 and 2023-24, the SABG Exchange Program amounts for Perinatal and AYT are equal to the SFY 2021-22 amounts. Thirteen California counties qualify to participate in the SFY 2022-23 and 2023-24 SABG Perinatal and AYT Set-Aside Exchange Program. The Perinatal and AYT Set-Asides are proportionately distributed to the remaining 45 counties, while reducing their Discretionary amounts by that amount. For a summary of the exchange amounts, see Exhibit C, Part 2, "State Fiscal Year 2022-23 and 2023-24, SABG Exchange Program Summary of Exchanges."

Counties interested in initiating or discontinuing participation in the SABG Exchange Program for SFY 2023-24 must notify DHCS by email at SABG@dhcs.ca.gov by April 30, 2023.

Attachment
J

**State Fiscal Year (SFY) 2022-23 and 2023-24
SABG Exchange Program Summary of Exchanges**

SFY 2022-23 and SFY 2023-24			
County	SABG Discretionary Exchange	SABG Perinatal Exchange	SABG Adolescent/Youth Treatment Exchange
A	B	C	D
ALAMEDA	(\$28,718)	\$14,528	\$14,190
ALPINE*	\$56,745	\$0	(\$56,745)
AMADOR*	\$14,015	(\$5,065)	(\$8,950)
BUTTE	(\$4,553)	\$3,842	\$711
CALAVERAS	(\$506)	\$52	\$454
COLUSA*	\$12,962	(\$5,051)	(\$7,911)
CONTRA COSTA	(\$28,079)	\$15,114	\$12,965
DEL NORTE*	\$13,583	(\$5,058)	(\$8,525)
EL DORADO	(\$1,027)	\$497	\$530
FRESNO	(\$15,040)	\$2,367	\$12,673
GLENN*	\$176,608	(\$118,143)	(\$58,465)
HUMBOLDT	(\$6,331)	\$520	\$5,811
IMPERIAL	(\$5,853)	\$0	\$5,853
INYO*	\$12,922	(\$5,048)	(\$7,874)
KERN	(\$4,429)	\$2,655	\$1,774
KINGS	(\$1,077)	\$536	\$541
LAKE	(\$422)	\$52	\$370
LASSEN*	\$13,982	(\$5,062)	(\$8,920)
LOS ANGELES	(\$92,957)	\$37,831	\$55,126
MADERA	(\$1,153)	\$645	\$508
MARIN	(\$1,671)	\$853	\$818
MARIPOSA*	\$12,786	(\$5,048)	(\$7,738)
MENDOCINO	(\$6,016)	\$222	\$5,794
MERCED	(\$1,521)	\$795	\$726
MODOC*	\$12,357	(\$5,040)	(\$7,317)
MONO*	\$12,435	(\$5,045)	(\$7,390)
MONTEREY	(\$2,145)	\$977	\$1,168
NAPA	(\$945)	\$414	\$531
NEVADA	(\$638)	\$185	\$453
ORANGE	(\$30,860)	\$9,940	\$20,920
PLACER	(\$2,042)	\$1,260	\$782

SFY 2022-23 and SFY 2023-24			
County	SABG Discretionary Exchange	SABG Perinatal Exchange	SABG Adolescent/Youth Treatment Exchange
A	B	C	D
PLUMAS*	\$13,066	(\$5,049)	(\$8,017)
RIVERSIDE	(\$12,230)	\$8,437	\$3,793
SACRAMENTO	(\$17,710)	\$14,637	\$3,073
SAN BENITO	(\$408)	\$52	\$356
SAN BERNARDINO	(\$21,596)	\$6,857	\$14,739
SAN DIEGO	(\$37,713)	\$16,599	\$21,114
SAN FRANCISCO	(\$15,752)	\$3,088	\$12,664
SAN JOAQUIN	(\$3,290)	\$1,732	\$1,558
SAN LUIS OBISPO	(\$6,837)	\$739	\$6,098
SAN MATEO	(\$4,203)	\$2,263	\$1,940
SANTA BARBARA	(\$8,199)	\$1,718	\$6,481
SANTA CLARA	(\$20,284)	\$5,422	\$14,862
SANTA CRUZ	(\$6,878)	\$769	\$6,109
SHASTA	(\$4,458)	\$3,833	\$625
SIERRA*	\$61,908	(\$5,034)	(\$56,874)
SISKIYOU	(\$2,834)	\$2,716	\$118
SOLANO	(\$2,910)	\$1,743	\$1,167
SONOMA	(\$8,056)	\$1,491	\$6,565
STANISLAUS	(\$2,726)	\$1,460	\$1,266
SUTTER/YUBA	(\$1,307)	\$503	\$804
TEHAMA	(\$4,838)	\$2,684	\$2,154
TRINITY*	\$12,576	(\$5,044)	(\$7,532)
TULARE	(\$1,993)	\$899	\$1,094
TUOLUMNE	(\$415)	\$52	\$363
VENTURA	(\$3,909)	\$1,907	\$2,002
YOLO	(\$1,416)	\$801	\$615
STATEWIDE TOTAL	\$0	\$0	\$0

*13 Counties with population <40,000

Attachment
K



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



July 11, 2022

Rick Bingham, LMFT, CHC
Sutter and Yuba Behavioral Health Services
P.O. Box 1520
Yuba City, CA 95992

Dear Mr. Bingham:

The Department of Health Care Services has reviewed your County's Biennial 2022-24 Substance Abuse Prevention and Treatment Block Grant (SABG) County Application submission, and all of the required documents have been received and are in compliance with the applicable Federal and State requirements. Your Program Narratives and the enclosed Detailed Program Budget Workbooks have been reviewed and approved.

Funding Categories	Total Annual Allocation	Total Amount Approved SFY 2022-23	Total Amount Approved SFY 2023-24
Total Allocation	\$ 1,225,161.00	\$ 1,225,161.00	\$ 902,371.00
Discretionary	\$ 829,633.00	\$ 829,633.00	\$ 829,633.00
5% HIV EIS Allowance	\$ 61,258.00	\$ 0	\$ 0
Prevention Set-Aside*	\$ 304,790.00	\$ 304,790.00	
Friday Night Live (FNL)/Club Live*	\$ 18,000.00	\$ 18,000.00	
Perinatal	\$ 49,400.00	\$ 49,400.00	\$ 49,400.00
Adolescent/Youth	\$ 23,338.00	\$ 23,338.00	\$ 23,338.00

*Please note: DHCS is only processing Prevention and FNL Program Narratives and Detailed Program Budget Workbooks for SFY 2022-23. In Spring 2023, Counties will be required to submit new Prevention and FNL Program Narratives and Detailed Program Budget Workbooks to DHCS for SFY 2023-24 for review and approval. Guidance for this process will be provided in 2023.

Should you have any questions, please contact the Federal Grants Branch at SABG@dhcs.ca.gov.

Sincerely,

Waheeda Sabah, Section Chief
Contracts and Fiscal Section
Federal Grants Branch
Community Services Division
Department of Health Care Services

Community Services Division
Federal Grants Branch, MS 2624
1501 Capitol Avenue
Sacramento, CA 95814

Attachment
L



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



January 20, 2022

Shawne Corley, Director
Sutter and Yuba Behavioral Health Services
P.O. Box 1520
Yuba City, CA 95992

Dear Mr. Corley:

The Department of Health Care Services (DHCS) has completed the review of your county's Behavioral Health Response and Rescue Project (BHRRP) Supplemental County Application for the Substance Abuse Prevention and Treatment Block Grant (SABG). All required documents have been received, and your application has been approved up to the maximum **Total Amount Approved** noted below. Your County may begin incurring costs up to that amount retroactively per the timelines denoted below.

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)
(July 1, 2021 through December 31, 2022)

Funding Categories	Total Amount Available	Total Amount Requested	Total Amount Approved
Total Allocation	\$691,264.75	\$120,427.55	\$120,427.55
Primary Prevention Set-Aside	\$316,577.56	\$0	\$0
Friday Night Live Set-Aside	\$100,000.00	\$0	\$0
Perinatal Set-Aside	\$34,502.55	34502.55	34502.55
Adolescent/Youth Set-Aside	\$15,925	15925.00	15925.00
Recovery Housing Support	\$224,259.64	\$70,000.00	\$70,000.00

American Rescue Plan Act (ARPA)
(September 1, 2021 through June 30, 2025)

Funding Categories	Total Amount Available	Total Amount Requested	Total Amount Approved
Total Allocation	\$725,263.97	\$488,660.09	\$488,660.09
Discretionary Allocation	\$288,660.09	\$288,660.09	\$288,660.09
Primary Prevention Set-Aside	\$236,603.88	\$0	\$0

Friday Night Live Set-Aside	\$200,000.00	\$200,000.00	\$200,000.00
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Please note, your County may be eligible to receive additional funding if it was requested during the application period. DHCS will be providing additional instructions once the final funding amount has been determined.

Should you have any questions, please contact the BHRRP team at BHRRP@dhcs.ca.gov.

Sincerely,



Waheeda Sabah, Section Chief
Contracts and Fiscal Section
Federal Grants Branch
Community Services Division
Department of Health Care Services

Attachment

M

**TULARE COUNTY SUPERINTENDENT OF SCHOOLS
AND
SUTTER COUNTY HEALTH AND HUMAN SERVICES**

THIS AMENDMENT TO AGREEMENT is entered into as of July 1, 2023, between the **TULARE COUNTY SUPERINTENDENT OF SCHOOLS**, referred to as **SUPERINTENDENT**, and **SUTTER COUNTY HEALTH AND HUMAN SERVICES**, referred to as **AGENCY** with reference to the following:

- A. The parties entered into an Agreement on August 30, 2022, to implement Friday Night Live (FNL) programming in Sutter-Yuba Counties as described therein, herein referred to as "Agreement;"
- B. The parties now desire to:
 - a. Extend the Agreement by one year;
 - b. Increase the amount of the Agreement;
 - c. Replace Exhibit A with amended Exhibit A, Scope of Work 2022-2024; and
 - d. Add Exhibit B.


ACCORDINGLY, IT IS AGREED:

- 1. Paragraph 1 of the Agreement is hereby amended to read as follows:
 - 1. **TERM:** This Agreement shall become effective July 1, 2022 and shall expire on June 30, 2024.
- 2. Paragraph 3 of the Agreement is hereby amended to read as follows:
 - 3. **COST OF SERVICES:** SUPERINTENDENT shall pay AGENCY the actual costs of such services to the extent they are allowable not to exceed the sum of \$76,000.00.
- 3. Exhibit A shall be replaced with amended Exhibit A, Scope of Work 2022-2024.
- 4. Exhibit B is now included in the Agreement.
- 5. Except for the amended paragraphs and exhibits of said Agreement, all other terms and conditions of said Agreement shall remain in full force and effect.

THE PARTIES, having read and considered the above provisions, indicate their agreement by their authorized signatures below.


**TULARE COUNTY SUPERINTENDENT
OF SCHOOLS**

Date: 5/30/23


By 
Tim A. Hire, Superintendent of Schools
Tulare County Office of Education
P.O. Box 5091, Visalia Ca 93278

**SUTTER COUNTY HEALTH AND
HUMAN SERVICES**

Date:

By 
Sarah Eberhardt-Rios
Director of Health and Human Resources
466 Second Street, Yuba City, CA 95991

Date:

By 
Fritzgerald A. Javellana
Office of Sutter County Counsel
466 Second Street, Yuba City, CA 95991

Digitally signed by
Fritzgerald A. Javellana
Date: 2023.06.26
15:29:25 -0700

EXHIBIT A

SCOPE OF SERVICES, 2022 - 2024

Amended July 1, 2023

1. RESPONSIBILITIES OF CONTRACTOR:

- Implement Friday Night Live (FNL) program(s) (Friday Night Live [FNL], Club Live [CL], Friday Night Live Kids [FNLK], and/or Friday Night Live Mentoring [FNLMT]) by supporting existing chapters and developing new chapters, utilizing FNL Standards of Practice (*Exhibit B*).
- Demonstrate efforts to become a Member in Good Standing (MIGS). MIGS is a peer-driven process led by the California Friday Night Live Partnership (CFNLP) and the California Friday Night Live Collaborative Leadership Team (CFNLC LT). MIGS areas include:
 - o A foundation of youth development, as realized through the implementation of the FNL Standards of Practice, in each program;
 - o Implementation of an alcohol, tobacco, or other drug (ATOD) prevention-related project;
 - o Program branding; and
 - o Administrative requirements as communicated by the CFNLP and CFNLC LT.
- Report chapter activities through an online portal on a quarterly basis.
- Utilizing up to \$20,000.00 of additional funds per year, increase the inclusion and participation of special populations in FNL chapter(s).

2. RESPONSIBILITIES OF SUPERINTENDENT:

- The California Friday Night Live Partnership (CFNLP)/Superintendent will provide technical assistance (TA) to support the successful implementation of all contractor responsibilities.
- The CFNLP/Superintendent will give the contractor the sole right to use FNL branding and materials in their respective county.

EXHIBIT A

FEE SCHEDULE

The contract total for services to be provided is estimated to be \$76,000.00. This total reflects a base amount of \$18,000.00 per year, plus up to an additional \$20,000.00 per year based on the expanded inclusion of special populations in FNL chapter(s).

Reporting: CONTRACTOR will record FNL activities on a quarterly basis through an online portal.

CONTRACTOR shall submit one invoice and report narrative per project year. The invoice and report narrative will be submitted in accordance with the dates below by one of the two following methods:

MAIL: Tulare County Office of Education
California Friday Night Live Partnership
Attn: Katelyn Williford
PO Box 5091
Visalia, CA 93278-5091

EMAIL: katelyn.williford@tcoe.org

<u>Project Year</u>	<u>Invoice & Report Narrative Due Date</u>	<u>Contract Amount</u>
July 1, 2022 – June 30, 2023	July 15, 2023	\$ 38,000.00
July 1, 2023 – June 30, 2024	July 15, 2024	\$ 38,000.00
		Total \$ 76,000.00

Payment will be made at the conclusion of each project year.

Invoice and report narrative templates will be made available by August 30, 2023.



EXHIBIT B

Friday Night Live/Club Live Youth Development Standards of Practice

Youth in FNL/Club Live programs will experience the following:

- **A Safe Environment**
 - Physical safety – to feel safe physically, free from the risk of harm.
 - Emotional Safety – to feel safe emotionally, to feel like they can be who they are.
- **Opportunities for Community Engagement**
 - Knowledge of Community – to learn about their community and its resources.
 - Interaction/Interface with the Community – to interact and work with community members.
 - Communication with the Community – to communicate about the program or youth issues.
 - Contribution to the Community – to give back and serve the community.
- **Opportunities for Leadership and Advocacy**
 - Decision-Making and Governance – to participate in decision-making and occupy leadership roles, such as staff or board roles.
 - Youth Voice – to learn to express their opinions constructively and to hear those of others.
 - Action – to take action on issues or projects they care about outside of the program – in the community, at school.
- **Opportunities to Build Caring and Meaningful Relationships with Peers and Adults**
 - Peer Knowledge – to learn about their peers and build relationships with them.
 - Adult Knowledge/Guidance – to learn about the adult staff and build relationships with them.
 - Emotional Support – to feel supported emotionally by others in the program.
 - Practical Support – to feel like their practical needs are met by adult staff.
 - Sense of Belonging – to feel like they belong, like they matter to the group and its success.
- **Opportunities to Engage in Interesting and Relevant Skill Building Activities**
 - Specific Skills – to develop and build specific skills through program activities.
 - Challenging and Interesting Activities – to engage in interesting and challenging activities.

FRIDAY
NIGHT



Attachment

N

Frequently Asked Questions & Application Guide

**Community Mental Health Services Block Grant (MHBG)
and Substance Abuse Prevention and Treatment Block Grant (SABG)**

Version 1.1 13 May 2021

Department of Health Care Services (DHCS) Federal Grants Section (FGS)

MHBG@dhcs.ca.gov & SABG@dhcs.ca.gov

Website: <https://www.dhcs.ca.gov/>

Current document version

FGS may occasionally update online documentation between releases of the related applications. Consequently, if this document was not received or downloaded recently, it may not contain the most up-to-date information. Please refer to <https://www.dhcs.ca.gov/services/MH/Pages/Operations-Branch.aspx> for the most current version.

Questions and feedback

If you have issues, comments, or questions about specific information or procedures, please include the title and, if available, the revision, the page numbers, and any other details that will help us locate the subject that you are addressing.

Your suggestions will assist in continuing to improve the accuracy, organization, and overall quality of this guide. Please send your feedback for this document to the appropriate inbox: SABG@dhcs.ca.gov or MHBG@dhcs.ca.gov.

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About this Guide

This document provides answers to general questions regarding how the MHBG and SABG County Applications should be completed and submitted to DHCS. For detailed information regarding features and capabilities introduced with this version, please refer to the documents listed in the "Related Documentation" section.

For the most current version of this document, please visit:

<https://www.dhcs.ca.gov/services/MH/Pages/Operations-Branch.aspx>

Who Should Use It

This document is intended for County Directors and their supporting staff members who are responsible for completing and submitting the annual DHCS MHBG and SABG County Applications. This guide will benefit both experienced and new employees in guiding the county through the application process.

Updates and Changes from Previous Year

This section provides an overview of the changes and revisions from the prior State Fiscal Year (SFY). These changes can range from policy updates to formatting and form revisions. To see these changes, please refer to Appendix A: Corrections, Changes, and Additions for SFY 2021-2022.

1 FAQ: Submittal**1.1 Due dates for SFY 2021-2022**

Question	What are the due dates for the Applications in SFY 2021-2022?
Answer	The SABG Application is due May 17, 2021. The MHBG Application will be due on June 18, 2021.

1.2 Extension requests

Question	May our county receive an extension on submitting the application?
Answer	At this time, FGS is not approving any extensions on submittal due dates.

1.3 Hard copy requirements

Question	Is a mailed-in hard copy still required with wet signatures?
Answer	No, A hard copy is no longer required. All signed documents should be submitted digitally to the appropriate inbox, either SABG@dhcs.ca.gov or MHBG@dhcs.ca.gov .

1.4 Submitting supporting documentation

Question	Can supporting documentation be submitted?
Answer	Please do not submit any additional forms or documentation other than the required DHCS SFY 2021-2022 County Application Enclosures.

2 FAQ: Formatting

2.1 Correct digital format for documents

Question	What is the correct format to submit documents digitally?
Answer	Please review the instructions for each of the documents and application. Signed enclosures should be submitted via .pdf file format, all budget sheets (County Workbooks) should be submitted in the Excel file format and all narratives should be submitted in Word .doc file format.

2.2 Unlocking cells in Excel

Question	Can counties request locked cells be opened for the Excel workbooks?
Answer	Excel application forms are locked intentionally to protect the integrity of the formulas and formatting of the document. No password will be provided by FGS to open up any cells on the County Workbooks.

2.3 Active DUNS numbers

Question	Do we need an active and current DUNS number for approval?
Answer	Yes, each county is required to provide their current DUNS number on Enclosure 1. This number must be active at the time of submission. Please see Appendix B: Related Documents for a link to the website.

2.4 Signing enclosures electronically

Question	Will DHCS allow our County Director to sign the forms via electronic signature?
Answer	Yes, all forms should be signed electronically (or signed and scanned) and submitted digitally. There is no longer any requirement to submit (mail in) hard copies with wet signatures. DocuSign is the official program used by the state; however, all formats are acceptable.

2.5 Signing for the Director

Question	In the absence of the Director, are other staff members able to sign the applications on behalf of the county?
Answer	The county can assign any personnel with the authority to sign on behalf of the Director, if the Director is unable to sign the documents. Please write the initials P.P. before your signature and then sign. Please ensure not to change the format of the original document.

3 FAQ: Enclosures

3.1 Salary Cap for SFY 2021-2022

Question	For Enclosure 7 (MHBG) and Program Sheet (SABG), is there a salary cap for individual positions?
Answer	Yes, per the federal guidelines for SFY 2021-2022 an individual can make no more than \$199,300 working on a federal grant per year. This must be reported in Enclosure 7 for MHBG and Program Sheet for SABG.

3.2 Enclosures that need to be signed

Question	Which enclosures require a signature?
Answer	For SFY 2021-2022 application, the following enclosures require a signature: <ul style="list-style-type: none">• MHBG Enclosure 1, Enclosure 4 and Enclosure 5.• SABG Enclosure 1 (required), Enclosure 5 (optional).

3.3 Changes to the enclosures for SFY 2021-2022

Question	Have there been any changes to the enclosures for the new application for SFY 2021-2022?
Answer	Yes, there have been many changes, corrections, and updates made to both DHCS SABG and MHBG SFY 2021-2022 County Applications. Please refer to Appendix A: Updates, Changes, and Corrections for a comprehensive list for SFY 2021-2022.

4 FAQ: Indirect Cost Rate (ICR)**4.1 ICR certification letter submittal**

Question	How long is a submitted ICR Certification valid?
Answer	The submitted ICR certification from SFY 2020-2021 is valid for 3 years and applies to all three DHCS federal grants: MHBG, SABG and PATH. Please reference Appendix B: Related Documents for more information on the ICR policy.

4.2 Indirect costs paid for with other funds

Question	Do indirect costs need to be reported if those costs are being paid for with additional funds other than MHBG and SABG allocations?
Answer	Yes, If your county has incurred any indirect cost, regardless of the funding source, they must be reported. To do so, please report it as a zero dollar line item in Enclosure 7 for MHBG and/or Program Sheet for SABG for each SFY County's Application.

4.3 Claiming indirect and direct costs for admin support

Question	Can the County claim both the County Support Administrative Direct Cost and Indirect Cost (MHBG & SABG)?
Answer	Yes, the county can claim both the County Support Administrative Direct Costs and the Indirect Costs. However, ICR is used to calculate the indirect costs and must be consistent with the county's submitted ICR Certification form.

4.4 ICR fluctuation per quarter

Question	Can the ICR fluctuate for each quarter (MHBG & SABG)?
Answer	No, ICRs are expected to be uniformly applied, so there should be no variation in their invoiced costs. Counties must claim at or below (and never above) their ICR Certification Form.

4.5 Submitting more than one ICR Certification

Question	If a county obtains DHCS FGS Federal Grant funding for multiple distinct awards (MHB, SABG, PATH), can the county submit different ICR certifications for those awards?
Answer	Yes, however those Counties must operate administratively distinct programs and consistently apply the ICR to the specific award. Upon ICR Certification submittal, the County may not vary usage of their ICR. If DHCS FGS does not receive an ICR Certification for a specific grant award, then the submitted ICR rate on file will apply to all federal grants.

4.6 Submitting ICR for subcontractors

Question	Should counties submit ICR Certifications for Subcontractors?
Answer	No, Counties should not submit any ICR Certification to DHCS for their subcontractors.

5 FAQ: Narratives**5.1 Single Budget Narrative for multiple programs**

Question	Can a single Budget Narrative be utilized to cover multiple programs?
Answer	While allowable, this is not recommended due to the 10-page limit on the budget narratives.

5.2 Proper Narrative titles

Question	Can Narratives have different titles than the supporting budget sheet (Enclosure 7 for MHBG, Program Sheet for SABG)?
Answer	In order to keep the application clear and organized, budget narratives must have the same title as the Budget Sheet program title they are supporting (located in the County Workbooks). The title should be within the document, as well as the title of the submitted Word .doc.

5.3 Page limit for Narratives

Question	Is there a page limitation for submitted Narratives?
Answer	Yes, per the instructions, Narratives should be no longer than 10 pages, submitted in Word .doc format.

5.4 Narrative for HIV Early Intervention Services (EIS) (SABG only)

Question	Is a separate Narrative required if the county opts into the HIV EIS program?
Answer	Yes, the county will need to write a separate Narrative for this program. Please follow the instructions outlined in Enclosure 1.

6 FAQ: Next Steps

6.1 Documentation upon approval

Question	What will we receive from the DHCS once our application has been approved?
Answer	DHCS will send each county a signed approval letter, as well as a copy of the approved County Workbook, which includes the approved budget sheets for each respective program for both MHBG and SABG.

6.2 Submitting a Budget Change Request (BCR)

Question	Can we submit a BCR once we have an approved application?
Answer	DHCS only accepts BCRs for MHBG and SABG County Applications between January 1 st and March 31 st .

6.3 Required Documents for submitting a BCR

Question	What do we need to submit for a BCR?
Answer	<p>BCR will only be accepted during the 3rd quarter of the SFY in question. The following 3 items are required:</p> <ol style="list-style-type: none">1. Revised County Application Budget Table (County Workbook) for the SFY in question.2. Revised County Application Budget Narrative for the SFY in question.3. A completed BCR worksheet.

6.4 Shifting expenditures between line items

Question	Are counties allowed to shift expenditures from one line item to another? If so would we need to submit a BCR?
Answer	A BCR is required for both MHBG and SABG County Applications if any budgetary changes occur. Please note, BCRs must be submitted no later than March 31 st of each SFY for both MHBG and SABG County Applications.

6.5 Timeline for final approvals

Question	What is the estimated time to receive an approved Application?
Answer	FGS intends to have all timely submitted MHBG and SABG applications approved by July 1 st of each SFY.

6.6 Receiving a copy of the County contract (SABG)

Question	When will the County receive a copy of our SABG contract?
Answer	Starting in SFY 2020-2021, DHCS implemented a new process for the SABG contract. Counties will no longer receive a copy of a three-year contract. The county will only receive an approval letter along with a copy of the approved county workbook. The county will receive this each year after the completion of the application process.

Appendix A: Updates, Changes and Corrections for SFY 2021-2022

#	Section	New for SFY 2021-2022
1	All	Several minor formatting and spacing corrections have been made to all enclosures for both SFY 2021-2022 County Applications.
2	(MHBG) County Workbook, E7	A new worksheet, titled "Summary" has been added to the Excel County Workbook. This worksheet totals all the Enclosure 7 worksheets and shows totals for each of the eight line items and overall total allocation amount.
3	(MHBG) Subcontractors	The requirement to provide a subcontractor budget for each subcontractor that is listed in the county workbook has been removed. Each County is still required to provide the contact information for each of their subcontractors.
4	(MHBG & SABG) ICR	A new cost category has been added to Enclosure 7 (MHBG) and Program sheet (SABG). You will now be able to select "Indirect Cost Rate" as a drop-down option. The total ICR dollar amount of all programs will automatically populate in the summary sheet for both programs.
5	(SABG) Enclosure 2 HIV Policy	Enclosure 2 has been updated with the new HIV services policy information. Please see Appendix B for more details.
6	(MHBG & SABG) Cost Sharing	Enclosure 2 has been updated with the new guidance on Cost-Sharing Assistance policies and information. Please see Appendix B for more details.
7	New MHBG Policy Manual	The MHBG Policy Manual is new for SFY 2021-2022. Please see Appendix B for a download link for this new manual.
8	Updated SABG Policy Manual	The State Policy Manual for SABG has been updated. Please see Appendix B for a link to the new manual.

9	SABG 5% HIV Set-Aside Enc.1 (Optional)	Counties may use up to 5% of their Discretionary SABG funds for HIV EIS activities up to the predetermined allowance amount listed on the counties Enclosure 1. Please see Behavioral Information Notice 21-007 for more details. The link may be found in Appendix B: Related Documents.
10	MHBG Crisis Set-Aside	<p>For SFY 2021-22 the Substance Abuse and Mental Health Services Administration is requiring states to set-aside 5 percent of their MHBG allocation for crisis services to operate evidence-based crisis care programs addressing the needs of individuals with serious mental illness and children with serious mental and emotional disturbances. DHCS will utilize this funding in SFY 2021-22 to launch a Crisis Care Mobile Units program via a statewide funding opportunity.</p> <p>While DHCS received partial funding to account for this new set-aside, DHCS did not receive the full amount, and as a result, has adjusted the SFY 2021-22 MHBG base allocation for all counties.</p>
11	SABG Updated Reporting Email Address	<p><i>Substance Abuse Prevention and Treatment Block Grant (SABG) County Monitoring Reports</i> should no longer be submitted to SUDCountyReports@dhcs.ca.gov and should now be submitted to SABGCompliance@dhcs.ca.gov.</p> <p><i>Driving Under the Influence (DUI) County Monitoring reports</i> should no longer be submitted to SUDCountyReports@dhcs.ca.gov and should now be submitted to DHCSDUICounty@dhcs.ca.gov.</p> <p><i>Drug and Alcohol Treatment Access Reports (DATAR)</i> should no longer be submitted to DHCSOWPS@dhcs.ca.gov and should now be submitted to DHCSPerinatal@dhcs.ca.gov.</p>
12	MHBG Increased FEP	Beginning SFY 2021-22, DHCS is increasing the FEP set-aside from 10 percent to 11 percent to ensure that California meets the minimum set-aside requirements set forth by SAMHSA. This increase to FEP will result in slightly revised funding allocations for all counties receiving MHBG funds.

Appendix B: Related Documentation

#	Document Title	Version #	Location
1	Indirect Cost Rate Policy Information Notice	20-020	https://www.dhcs.ca.gov/services/MH/Documents/BH-IN-20-020-Indirect-Cost-Rate-Policy.pdf
2	Federal DUNS number link	NA	https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf
3	MHBG Policy Manual	1.0	Scheduled for publication in May 2021 on https://www.dhcs.ca.gov/services/MH/Pages/Operations-Branch.aspx .
4	SABG HIV EIS Policy Information Notice	21-007	https://www.dhcs.ca.gov/Documents/CSD_YV/BHIN/BHIN-21-002-Use-of-SABG-MHBG-Funds-for-Cost-Sharing-Assistance-for-PHI.pdf
6	SABG Updated Policy Manual	2.0 03.30.21	https://www.dhcs.ca.gov/Documents/CSD_YV/SABG/SABG-Policy-Manual-V2-3-25-21.pdf

Appendix C: Acronyms, Abbreviations and Definitions

Term	Meaning
MHBG	Community Mental Health Service Block Grant
SABG	Substance Abuse Prevention and Treatment Block Grant
ICR	Indirect Cost Rate
DUNS	Data Universal Numbering System
FGS	Federal Grants Section
HIV EIS	HIV Early Intervention Services
DHCS	Department of Healthcare Services
FGS	Federal Grants Section
SFY	State Fiscal Year
BCR	Budget Change Request

Attachment

O

CA Friday Night Live Partnership

Overview



Dr. Jim Kooler,
Administrator

6200 S. Mooney Blvd.
P.O. Box 5091
Visalia, CA 93278-5091

(559) 733-6496
(559) 737-4231 (f)

**Tulare County
Office of Education**
Tulare County Superintendent of Schools

**California Friday Night
Live Collaborative**

Friday Night Live

Club Live

Friday Night Live Kids

**Friday Night Live
Mentoring**

California Youth Council

*Friday Night Live builds
partnerships for positive and
healthy youth development which
engage youth as active leaders and
resources in their communities.*

The Friday Night Live (FNL) program was established in 1984 as a high school program to reduce underage drinking and driving and to promote a teenage lifestyle free of alcohol and other drugs. The mission of FNL is to build partnerships for positive and healthy youth development that engage youth as active leaders and resources in their communities. Youth involved in FNL have the opportunity to develop skills and plan activities in concert with their peers and adult advisors. FNL programs are youth-driven; therefore, providing meaningful roles for youth in the program. FNL builds community partnerships that support youth, helping to foster a sense of autonomy and power, and promote the belief in a young person's capacity to contribute. In supporting the holistic development of youth, FNL has gone above and beyond the message of prevention.

Today the FNL program operates in 50 of the 58 counties on more than 600 sites including schools, community centers, juvenile halls and housing projects. With age appropriate programs in elementary school, Friday Night Live Kids (FNL Kids/FNLK), in middle school (Club Live/CL), in high school, Friday Night Live (FNL), cross-age mentoring, Friday Night Live Mentoring (FNL M), and the California Youth Council (CYC). The cumulative budget of the local programs is \$7.4 million with approximately 150 staff.

FNL is driven by youth-adult partnerships that create essential and powerful community activities that enhance and improve their environments. Some activities include educating policy-making officials, first responders, providing safe social outlets for youth, and hosting training and conferences on varying issues from leadership to social factors that contribute to substance abuse. FNL chapters offer participants the opportunity to connect to their school and/or community through skill-building activities and caring relationships in environments free of alcohol, tobacco, other drugs and violence.

In 1998 FNL began the process of applying the best practices and research to transition to a "youth development" model. Youth development is the ongoing process that engages young people in building skills, attitudes, knowledge and experiences that prepare them for the present and the future. It also facilitates their efforts to become fully prepared, capable and competent individuals. The goal is to promote developmental outcomes, not just problem prevention or achievement outcomes.

Friday Night Live programs have a long history of tackling youth related traffic safety issues, such as bicycle/helmet safety, seat belt safety, distracted driving and impaired driver awareness. Youth driven traffic safety campaigns and projects are an important component of FNL, CL, FNL Kids, and Mentoring programs and a positive approach to increasing the safety and well-being of youth.

The California Youth Council (CYC) is a group of approximately twelve youth, high school and college age. They are reflective of California's youth population, who work together to bring youth voice to important issues affecting young people. They bring their prevention experiences from geographically diverse counties together to inform and support state level issues and the efforts of the California Friday Night Live Partnership. They host the annual FNL Youth Summit.

fridaynightlive.org

In March 1996, the California Department of Alcohol and Drug Programs began contracting out the statewide coordination of the FNL programs to the Tulare County Office of Education, which resulted in the formation of the California Friday Night Live Partnership (CFNLP). Services provided to county FNL/CL/FNL Kids/FNL Mentoring programs include:

- Program design and development assistance;
- Technical assistance and training to incorporate the youth development and FNL Mentor models;
- Development and distribution of research materials on innovative youth programs;
- Support for the involvement of youth in all phases of program planning and implementation;
- Identification of new and existing cultural and geographically diverse youth organizations to work with the CFNLP in the design of new programs;
- Conducting routine evaluations to assess progress, and to refine, improve and strengthen program effectiveness;
- Use of web technology to serve as a forum for youth, provide resources on prevention information, and function as a network for FNL county coordinators to access programmatic information

The CFNLP is the intermediary that provides the leadership and support to the FNL statewide network as it continually evolves to meet the needs of young people. FNL was designed in California for California!

Attachment

P



August 12, 2025

To:

Sutter County Board of Supervisors
Attn: Chair and Members of the Board
1160 Civic Center Boulevard
Yuba City, CA 95993

Subject:

Response to Sutter County Grand Jury Recommendation R4 – Sutter County Children & Families Commission Operational Model

Dear Chair and Members of the Board,

On August 7, 2025, the Sutter County Children & Families Commission (SCCFC) convened a publicly noticed special meeting to review and respond to Recommendation R4 from the 2024–25 Sutter County Grand Jury report, which recommends the re-establishment of a public-facing brick-and-mortar office for the Commission by June 2026. After thorough deliberation, the Commission respectfully disagreed with the recommendation. This letter provides a comprehensive rationale for that decision, including operational, fiscal, and service delivery context.

Since March 2020, SCCFC has operated under a Commission-approved, permanent field-based service delivery model. In August 2020, the Commission formally authorized remote work for staff, and in January 2021, subleased its former central office space to Sutter County Children's Services. This strategic shift, reinforced by community and staff input, was designed to bring services directly into the community, where families live, learn, receive care, and gather.

Following a full review in October 2021, including feedback from families, partners, and staff, the Commission reaffirmed this model as the most equitable, efficient, and effective way to serve the County's diverse and rural families with young children.

CURRENT OPERATIONS AND GOVERNANCE FRAMEWORK

SCCFC's remote and field-based model is governed by operational policies and infrastructure established in coordination with County Counsel and Human Resources, including:



- A formal Remote Work Policy and signed Telework Agreements for all staff
- Use of a shared calendar and safety monitoring protocols
- Weekly team check-ins and close communication between staff and the Executive Director
- Fully equipped home-based workstations supported by County IT
- Commission SPIP insurance coverage for remote work equipment and liability

These policies ensure transparency, staff accountability, safety, and uninterrupted service delivery.

FISCAL AND OPERATIONAL CONSIDERATIONS

The Grand Jury's recommendation to re-establish a central office raises significant concerns regarding long-term fiscal sustainability. SCCFC's primary discretionary funding, Proposition 10, is projected to comprise less than 39% of its FY 2025–26 revenue. The Commission is also subject to a strict 20% administrative cap, further limiting funds available for infrastructure.

Reopening a permanent office would require the Commission to absorb substantial and recurring costs, including:

- Lease/rent
- Utilities
- Janitorial and pest control
- Building maintenance
- A-87 County overhead
- IT, security, and administrative support

Most of these expenses are not reimbursable through grant funding and would directly reduce resources available for programs and services.

SERVICE IMPACT AND COMMUNITY REACH

Despite not maintaining a public-facing office since 2020, SCCFC has significantly expanded its reach, partnerships, and impact. In FY 2023–24, the Commission served over 33,000 children and caregivers, nearly tripling its reach since FY 2020–21. Services are delivered in trusted, accessible locations: schools, libraries, clinics, parks, museums, and community centers across the County.



This approach reduces access barriers, builds trust, and increases follow-through. Families consistently report high satisfaction with this direct, community-based model. SCCFC has also scaled numerous initiatives since adopting the field-based model, including:

- Home Visiting and Parent Education (Incredible Years, PAT)
- Community Health Worker Outreach and Developmental Screenings
- FindHelp real-time resource and referral system
- Perinatal Mental Health Programs
- Trauma-Responsive Services (e.g., Handle with Care, ACEs education)
- Occupant and Pedestrian Safety Programs
- Diaper Bank and Life Jacket Loaner Programs
- Multi-Disciplinary Team Leadership and Cross-Sector Collaborations
- Policy and Systems Change Efforts aligned with public health and early learning goals

ANNUAL SERVICE REACH

Fiscal Year	Children & Families Served
2020–21	12,621
2021–22	15,413
2022–23	34,109
2023–24	33,548

This data demonstrates that SCCFC’s field-based model has significantly increased access, engagement, and impact. Our ability to serve families has grown, not diminished, without a traditional office setting.

CONCLUSION

The Commission remains deeply committed to transparency, equity, and fiscal stewardship. The field-based model is not only effective, but it also represents a modern, community-centered approach to public service. SCCFC respectfully asserts that its current model is aligned with state best practices, local needs, and early childhood equity goals. As such, it should not be reversed.

We appreciate the opportunity to provide this context to support the County’s formal response to the Grand Jury and welcome any further discussion the Board may wish to have.



With appreciation,
Dr. Michele E. Blake
Executive Director
Sutter County Children & Families Commission

CC:
Sarah Eberhardt-Rios, Director, Sutter County Health & Human Services
Deborah Micheli, County Counsel

Attachment Q



SUTTER COUNTY SHERIFF'S OFFICE
BRANDON BARNES
SHERIFF – CORONER

June 20, 2025

Superior Court of California, County of Sutter
Attn: The Honorable David I. Ashby - Presiding Judge
1175 Civic Center Blvd.
Yuba City, CA. 95993

Please accept this response on behalf of the Sutter County Sheriff's Office regarding the findings of the Grand Jury for FY 24/25. It has been my honor to get to know the Grand Jury members and to provide an overview of the operations of the sheriff's office. I want to express my appreciation of the Grand Jury and the role they play in helping to bring deficiencies to our attention. I have reviewed the proposed report and offer the following responses to both the "Findings" and the "Recommendations" as suggested by the Grand Jury.

SUTTER COUNTY SHERIFF'S OFFICE

FINDINGS:

1. **F1. Ineffective cooling system is causing potential health risk to incarcerated persons and jail staff (e.g., heat, related medical issues).**
Response: The Sheriff agrees with this finding. The issues with the jail HVAC system have been well documented and the Sheriff's Office have been working for years to find solutions that are viable and fiscally responsible.
2. **F2. There are currently several ligature points throughout the jail, particularly in the female holding cells, observation cells and the old portion of the jail which uses grill gates.**
Response: The Sheriff agrees with this finding and steps have been taken to correct the issue.
3. **F3. The maintenance staff and outside contractors have addressed some of the issues by resealing seams and other peak points of the roof.**
Response: The Sheriff agrees there are issues with the roof. The jail infrastructure is dated, and leaks are a routine occurrence during inclement weather. As noted, some of the issues have been addressed by county maintenance.



SUTTER COUNTY SHERIFF'S OFFICE
BRANDON BARNES
SHERIFF – CORONER

4. **F4.** The jail facility staff sought funding for new lighting. Approval was granted and the installation of new lights was scheduled to begin in March of 2025. A projected completion date of June 2025 was provided by the Sutter County Sheriff.

Response: The Sheriff agrees with this finding and steps have been taken to correct this issue

5. **F5.** The Jail Flooring project is 80% complete as of February 2025. The flooring was also tinted to enhance the jail esthetically and psychologically.

Response: The Sheriff agrees with this finding and the matter has been successfully completed prior to the receipt of this report.

6. **F6.** The CCTV system has been updated, and repairs have been made. The new CCTV system was installed January 2025 to address issues.

Response: The Sheriff agrees with this finding.

7. **F7.** The antiquated showers underwent grout repair and were epoxied to enhance easy cleaning.

Response: The Sheriff agrees with this finding and the matter has been resolved through county maintenance.

RECOMMENDATIONS:

1. **R1.** The SCGJ recommends the Sutter County Sheriff's Office work with Sutter County Facilities and Development Services as well as Board of Supervisors to begin phasing in the repairs of the outdated cooling system inside the jail this fiscal year or the beginning of Fiscal Year 2026.

Response: Sutter County contracted with Kitchell CEM for an assessment of the HVAC project. This contract was approved by the Board of Supervisors on March 26th, 2024. On September 4th, 2024, Kitchell conducted a visual assessment of the mechanical, plumbing, and electrical equipment to obtain deficiency evaluations, propose corrective and maintenance recommendations, recommend energy saving improvements, and prepare budget estimates for the corrective work for the facility. The Sheriff's Office received the Kitchell CEM's assessment report from Development Services in January of 2025. The assessment report cost summary provided an estimated cost of approx. \$14,774,131. This estimate has been provided to the County Administrator's Office for review.



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Since January 2025 the Sheriff's Office, Sutter County Facilities, and Development Services have held several meetings to develop strategies to split the project into 3 phases, to access better funding opportunities and a development project plan. At this point, we are in the final stages of concluding the plans to reach out and secure potential funding sources. This project will be ongoing over multiple years.

2. **R2.** The SCGJ recommends the Sutter County Sheriff's Office address the remaining ligature points (pipe enclosures) within the jail addressed by the BSCC. The SCGJ also recommends the Sutter County Sheriff's Office seek funding for retrofitting of the grill gates through the Board of Supervisors this fiscal year or the beginning of Fiscal Year 2026.

Response: The Sutter County Sheriff's Office has allocated \$185,000 for a grill gate retrofit project during FY 25/26. This initiative will involve the installation of durable polycarbonate/Lexan material, incorporating ventilation holes and corrections-grade fasteners to ensure security and functionality. The work on this project is set to commence in the first quarter of FY 25/26.

Additionally, pipe enclosures for sinks and toilets have been ordered, received, and are partially installed, with final completion dependent on maintenance scheduling. To enhance safety, potential ligature points—such as shelves and hooks—have been replaced with ligature-resistant shelving and towel holders. Furthermore, wiring throughout the facility has been securely covered to minimize ligature risks, contributing to a safer environment overall.

3. **R3.** The SCGJ recommends the Sutter County Sheriff develop a plan to address a more permanent solution and work with the Sutter County Board of Supervisors to obtain funding to support the maintenance of the roof project. The SCGJ recommends this plan be in place by the beginning of Fiscal Year 2027.

Response: The Sheriff's Office has partnered with county maintenance staff and outside vendors over the past few months to complete the roof repair over the maximum-security hallways. This work successfully sealed the gaps between the stem walls where the concrete roof meets the concrete walls. This was done at a cost of \$6000.

However, additional repairs are still needed to ensure long-term stability and prevent leaks in the roof. The estimated cost for completing these remaining repairs is \$24,000. The Sheriff's Office will be working with the County Administrator and the Board of Supervisors to locate potential funding sources to complete the necessary repairs.



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4. **R4.** The SCGJ recommends completing the multi-phased lighting project by the end of the Fiscal Year 2026.

Response: The Sutter County Sheriff's Office has utilized funds from previous budget cycles to procure 112 dimmable lighting fixtures from a national correctional lighting distributor. As the final phase of facility-wide lighting upgrades, this project will specifically address issues within the Max tank, I-Block, holding cells, hallways and female holding cells, which will address all deficient areas within the jail. These enhancements are designed to improve both morale and safety throughout the facility. Installation is scheduled for the first quarter of the FY 25/26.

5. **R5.** The SCGJ recommends completing the Jail Flooring Project to assist in mitigating slip and fall accidents by the end of Fiscal Year 2025. If additional funding is needed to complete this project, the Grand Jury recommends requesting funds through the Board of Supervisors by the end of Fiscal Year 2025.

Response: The facility's flooring project has been successfully completed. Epoxy coating has been applied throughout previously painted floor areas, including block housing and showers, holding cells, female holding cells, and all hallways. To enhance safety, a non-slip coating was used in areas prone to frequent moisture, such as cells and shower spaces. Additionally, ventilation has been improved through vent cleaning, the use of fans, and enhanced cleaning measures.

6. **R6.** There is no response required as there was no recommendation requested by the Grand Jury.

R7. The Grand Jury recommends continuing routine maintenance to keep shower areas in working order.

Response: The shower areas have been incorporated into a regular maintenance schedule to ensure consistent upkeep and functionality. As part of this initiative, showerheads have been carefully adjusted to optimize water flow, ensuring sufficient and evenly distributed water streams. This adjustment enhances user experience while promoting water efficiency. Additionally, routine inspections will be conducted to identify and address any potential issues, such as clogs, leaks, or pressure inconsistencies, ensuring the long-term reliability of the facility's shower system.



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The Sheriff's Office continues to be dedicated to meeting, or exceeding, industry standards for public safety operations and corrections. We appreciate the recommendations of the Grand Jury and further thank you for accepting these responses on behalf of the Sheriff's Office.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Brandon Barnes", written over a horizontal line.

Brandon Barnes

Sheriff-Coroner