

23. Ratify and approve the submission of a letter of intent to the California Conference of Directors of Environmental Health, for reimbursements for costs incurred from the activities related to Micro Enterprise Home Kitchen Operations retroactive from January 19, 2024. Approve the grant award agreement from the California Conference of Directors of Environmental Health, for reimbursements for costs incurred from the activities related to Micro Enterprise Home Kitchen Operations, in an amount not to exceed \$10,423, effective June 30, 2024 through May 31, 2025.



Health & Human Services Agency

COUNTY OF TULARE AGENDA ITEM

BOARD OF SUPERVISORS

LARRY MICARI
District One

PETE VANDER POEL
District Two

AMY SHUKLIAN
District Three

EDDIE VALERO
District Four

DENNIS TOWNSEND
District Five

AGENDA DATE: May 7, 2024

Public Hearing Required	N/A
Scheduled Public Hearing w/Clerk	N/A
Published Notice Required	N/A
Advertised Published Notice	N/A
Meet & Confer Required	N/A
Budget Transfer (Aud 308) attached	N/A
Personnel Resolution attached	N/A
Agreement(s) attached	Yes

CONTACT PERSON: Nilsa Gonzalez PHONE: 559-624-7442

SUBJECT: Ratify and approve the submission of the letter of intent, and accept an award from the California Conference of Directors of Environmental Health

REQUEST(S):

That the Board of Supervisors:

1. Ratify and approve the submission of a letter of intent to the California Conference of Directors of Environmental Health, for reimbursements for costs incurred from the activities related to Micro Enterprise Home Kitchen Operations retroactive from January 19, 2024. The letter of intent is retroactive due to the short timeframe to submit the letter of intent; making it impracticable for the Board to act prior to January 19, 2024.
2. Find that the Board had the authority to approve the submission of a letter of intent as of January 19, 2024, and that it was in the County's best interest to approve it on that date.
3. Approve the grant award agreement from the California Conference of Directors of Environmental Health in an amount not to exceed \$10,423, for reimbursements for costs incurred from the activities related to Micro Enterprise Home Kitchen Operations effective from June 30, 2024, to May 31, 2025.
4. Authorize the Chair of the Board to sign the Grant Acceptance Agreement form.

SUMMARY:

The purpose of this state-funded grant program is to assist local health departments and city code enforcement agencies in applying for reimbursements for costs incurred from the activities related to Micro Enterprise Home Kitchen Operations (MEHKOs) in accordance with Assembly Bill 78 – Budget Act of 2022.

This grant program is being administered by the California Conference of Directors of

SUBJECT: Ratify and approve the submission of the letter of intent, and accept an award from the California Conference of Directors of Environmental Health

DATE: May 7, 2024

Environmental Health (CCDEH) under the direction of the Workforce Development Board (WDB). Per the CCDEH and WDB contract, \$2,612,000 is available to local governments during fiscal years 2023/2024 for direct support in implementing the MEHKO program, including program development, public outreach, offsetting permit fees, and enforcement. This assistance will be augmented by technical assistance provided through CCDEH. Grant allocation breakdown to the local retail food enforcement agencies has the following funding options:

- Option 1: 25% to local environmental health departments with an adopted MEHKO ordinance based on the number of permitted MEHKOs as of December 31, 2022.
- Option 2: 50% to local environmental health departments in the process of or considering approving a MEHKO ordinance.
- Option 3: 25% to all local environmental health departments across the state, based on the total number of permitted retail food facilities, incorporating a maximum for very large jurisdictions and a base minimum for smaller jurisdictions.

The Tulare County Health and Human Services Agency Public Health Branch, Environmental Health Division (HHSA Environmental Health Division) currently does not have a MEHKO ordinance and is not seeking to establish a MEHKO ordinance at this time. Therefore, HHSA's Environmental Health Division will be among the local environmental health departments that qualify for Option 3 and can anticipate receiving 25% of the funding based on the total number of permitted retail food facilities. Currently, Tulare County has 2,695 retail food facilities. Funding will also be used to comply with and enforce unpermitted home food operations.

Funding will be provided to qualifying local environmental health and code enforcement agencies, provided the letter of intent was submitted before January 16, 2024. Due to a low number of applicants, CCDEH allowed HHSA to submit the letter of intent on January 19, 2024. The letter of intent was signed by HHSA Environmental Health Division Supervisor as designee for the Environmental Health Director due to the expedient request of CCDEH.

Based on the Grant Acceptance Agreement, CCDEH has determined that the HHSA Environmental Health Division will receive an allocation of \$10,423. Funding is to be disbursed by June 30, 2024, and expended by May 31, 2025. A final report describing all activities undertaken and an accounting of all funds expended must be submitted on or before May 31, 2025.

The HHSA Environmental Health Division is requesting that the Tulare County Board of Supervisors ratify the letter of intent and accept the allocation from CCDEH.

FISCAL IMPACT/FINANCING:

Funding in an amount not to exceed \$10,423, is from the CCDEH. The program's revenues and expenses will be budgeted in HHSA Unit 001-142-6011 for Fiscal Year 2024/2025. There is no net County cost to the General Fund.

SUBJECT: Ratify and approve the submission of the letter of intent, and accept an award from the California Conference of Directors of Environmental Health

DATE: May 7, 2024

LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:

The County's five-year strategic plan includes the Safety and Security initiative that promotes personal responsibility for public safety. Funding from this grant will support this initiative by assisting local health departments and city code enforcement agencies in applying for reimbursements for costs incurred from the development of application forms, permitting processes, and initial site inspections and for city code enforcement activities related to MEHKOs in accordance with AB 178 – Budget Act of 2022.

ADMINISTRATIVE SIGN-OFF:

/s/Karen Elliott
Karen Elliott
Director Public Health

Cc: County Administrative Office

Attachments: Attachment A -Letter of intent

Attachment B - MEHKO AB 178 Grant Award Notification/Acceptance Agreement

BEFORE THE BOARD OF SUPERVISORS COUNTY OF TULARE, STATE OF CALIFORNIA

IN THE MATTER OF Ratify and approve)
the submission of the letter of intent, and) Resolution No. 2024-0365
accept an award from the California) Agreement No. 31659
Conference of Directors of Environmental)
Health)

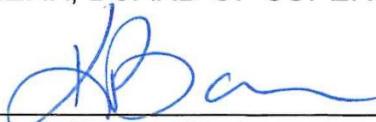
UPON MOTION OF SUPERVISOR VANDER POEL, SECONDED BY
SUPERVISOR SHUKLIAN, THE FOLLOWING WAS ADOPTED BY THE BOARD OF
SUPERVISORS, AT AN OFFICIAL MEETING HELD MAY 7, 2024, BY THE
FOLLOWING VOTE:

AYES: SUPERVISORS MICARI, VANDER POEL, SHUKLIAN, VALERO AND
TOWNSEND
NOES: NONE
ABSTAIN: NONE
ABSENT: NONE



ATTEST: JASON T. BRITT
COUNTY ADMINISTRATIVE OFFICER/
CLERK, BOARD OF SUPERVISORS

BY:


Deputy Clerk

* * * * *

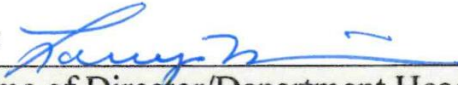
1. Ratified and approved the submission of a letter of intent to the California Conference of Directors of Environmental Health, for reimbursements for costs incurred from the activities related to Micro Enterprise Home Kitchen Operations retroactive from January 19, 2024. The letter of intent is retroactive due to the short timeframe to submit the letter of intent; making it impracticable for the Board to act prior to January 19, 2024.
2. Found that the Board had the authority to approve the submission of a letter of intent as of January 19, 2024, and that it was in the County's best interest to approve it on that date.
3. Approved the grant award agreement from the California Conference of Directors of Environmental Health in an amount not to exceed \$10,423, for reimbursements

for costs incurred from the activities related to Micro Enterprise Home Kitchen Operations effective from June 30, 2024, to May 31, 2025.

4. Authorized the Chair of the Board to sign the Grant Acceptance Agreement form.

HHSA
5.7.2024
KB

MEHKO BLOCK GRANT ACCEPTANCE AGREEMENT

1. JURISDICTION:	
Tulare County Environmental Health	
2. GRANT AMOUNT	
Total Grant Amount Awarded to Jurisdiction \$ 10,422.85	
3. AWARDED FUNDING	
If awarded funding through this program, your jurisdiction will need to provide the following verification of compliance with the eligible use of these funds as follows:	
	All funds are to be encumbered by June 30, 2024, and expended by May 31, 2025
	A final report on or before May 31, 2025, describing all activities undertaken and an accounting of all grant funds expended. Supporting documentation may include approved budgets, timesheets, or other documents to verify eligible expenditures.
4. CERTIFICATION	
<i>I certify under penalty of perjury that the information I have entered on this agreement is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application. I further certify that I am authorized to receive money for procurement of the items herein. All procedures and mandates have been followed in the preparation of this agreement, including financial procurement and when approvals are necessary from the governing body. Any false or incorrect statements may result in the disqualification of this application. By signing this agreement, I waive any and all rights to privacy and confidentiality of the information regarding expenditure of these funds.</i>	
Director/Department Head or Authorized Designee	
Signature: 	Date: 5/7/2024
Printed name of Director/Department Head or Authorized Designee:	
Larry Micari, Chair, Board of Supervisors	

Submit signed agreement to:
Sheryl Baldwin, Grant Manager
P.O. Box 2017
Cameron Park, CA 95682-2017
Phone: (530) 676-0715
email to Sheryl@ccdeh.com

ATTEST: JASON T. BRITT
County Administrative Officer/Clerk of the Board
Of Supervisors of the County of Tulare

By: 
Deputy Clerk

Approve As To Form:
County Counsel

By: 
Deputy

Date: 4/9/2024

Matter No: 2024543





**California Conference
of Directors of
Environmental Health**

March 3, 2024

Tulare County Environmental Health
Attention: John Pomaski
5957 S. Mooney Blvd.
Visalia, CA 93277

MEHKO AB 178 Grant Award Notification/Acceptance Agreement (REVISED)

Thank you for submitting your Letter of Intent for the AB 178 Local Government Microenterprise Home Kitchen Operation (MEHKO) Assistance Program. Based on the information in your letter of intent, you do not currently have an ordinance in place authorizing a MEHKO program in your jurisdiction and your jurisdiction is not considering adopting a MEHKO program.

In accordance with this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board (WDB) and CCDEH, some funding will be provided to qualifying local environmental health departments that have applied for the funding.

Based on the grant allocation formula approved by the CCDEH Executive Committee, the Grant Allocation amount awarded to the **Tulare County Environmental Health** jurisdiction will be **\$10,422.85**.

This funding is to be used for direct support in implementing the MEHKO program, including program development, public outreach, offsetting permit fees, and enforcement. This assistance will be augmented by technical assistance provided through the California Conference of Directors of Environmental Health (CCDEH).

To receive this funding, your jurisdiction will need to sign and submit the Grant Acceptance Agreement Form (see page 2) **by May 15, 2024**, and then funds will be disbursed by June 30, 2024. This may be done via PDF signature, Docu-sign, or a wet signature mailed to the P.O. Box on the Grant Acceptance Agreement form (see page 2).

RECEIVED MAR 12 2024



**California Conference
of Directors of
Environmental Health**

Grant Timeline:

Notice of intent to apply due 1/16/2024

CCDEH Notice to award 2/15/2024

Applications due May 15, 2024

Funds Disbursement June 30, 2024

www.ccdeh.org

**LOCAL GOVERNMENT MEHKO ASSISTANCE PROGRAM
AB 178 GRANTS
LOCAL ENVIRONMENTAL HEALTH DEPARTMENT
LETTER OF INTENT to apply Due January 16, 2024**

1. ENTITY INFORMATION
Name of Jurisdiction: Tulare County Public Health
Name of Department Head, Director or Designee: Sonia Caranza
Address: 5957 S. Mooney Blvd.
City, State, Zip Code: Visalia California 93277
Phone: 559-624-7400
Website: https://tularecountyeh.org/eh/
E-Mail Address: Scarranz@tularecounty.ca.gov
Name of Grant Contact: John Pomaski
Address: 5957 S. Mooney Blvd.
City, State, Zip Code: 93277
Phone: 559-624-8046
Email Address: Jpomaski@tularecounty.ca.gov
Number of retail food facilities in your jurisdiction: 2695
Number of permanent or pilot MEHKO operations permitted in your jurisdiction: 0
Do you have an ordinance in place authorizing a MEHKO program in your jurisdiction? NO
If YES, when was it adopted? NA
If No, is your jurisdiction considering an ordinance to allow for MEHKOs, even if discussions are preliminary, or do you anticipate consideration in the next 12 months? We are not considering a MEHKO ordinance in the next 12 months
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2. GRANT PURPOSE

The purpose of this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board (WDB) and CCDEH is to "to assist local health departments and city code enforcement agencies to apply for reimbursements for costs incurred from the development of application forms, permitting processes, and initial site inspections and for city code enforcement activities related to Micro Enterprise Home Kitchen Operations (MEHKOs) in accordance with Assembly Bill AB 178 – Budget Act of 2022".

This grant program is being administered by CCDEH under the direction of the California Workforce Development Board (WDB). Per WDB and CCDEH contract, \$2,612,000.00 is available during fiscal years 2023/24 to local governments for direct support in implementing the MEHKO program, including program development, public outreach, offsetting permit fees, and enforcement. This assistance will be augmented by technical assistance provided through the California Conference of Directors of Environmental health (CCDEH).

Funding will be provided to qualifying local EH and code enforcement agencies that have applied for funding by or before the application deadline.

Grant allocation breakdown to the local retail food enforcement agencies is:

- 25% to local environmental health departments with adopted MEHKO ordinance based on number of permitted MEHKOs as of December 31, 2022.
- 50% to local environmental health departments in process of or considering approving a MEHKO ordinance.
- 25% to all local environmental health departments across state based on total number of permitted retail food facilities, incorporating a maximum for very large jurisdictions and a base-minimum for smaller jurisdictions.

Local Environmental Health Departments will receive some of this grant allocation provided you submit this Letter of Intent. The grant dollar amount allocation will be evaluated once the deadline has passed and the Executive Committee approves the recommended allocation formula.

3. SIGNATURE

Director/Department Head or Authorized Designee

Signature: *Sonia Carranza*

Date: 1/19/2024

Printed name of Director/Department Head or Authorized Designee:

Sonia Carranza

Send completed Letter of intent to:

Sheryl Baldwin, Grant Manager

PO Box 2017

Cameron Park, CA 95682-2017

Phone: (530) 676-0715

email to: Sheryl@ccdeh.com

www.ccdeh.org