



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 5/14/2024

To: Sonoma County Board of Supervisors
Department or Agency Name(s): Department of Health Services
Staff Name and Phone Number: Tina Rivera, 707-565-4774
Vote Requirement: 4/5th
Supervisorial District(s): County wide

Title:

Public Health Micro Enterprise Home Kitchen Operations Grant Award

Recommended Action:

Authorize the Director of the Department of Health Services, or designee, to enter into a grant acceptance agreement with California Conference of Directors of Environmental Health, for a Micro Enterprise Home Kitchen Operations AB 178 Grant Award, through the term of the grant, May 31, 2025, in the amount of \$138,015, in form approved by County Counsel.

Executive Summary:

The Sonoma County Department of Health Services (hereinafter, "DHS" or "the Department") is proposing to enter into a grant acceptance agreement with California Conference of Directors of Environmental Health, for a Micro Enterprise Home Kitchen Operations (MEHKO) AB 178 Grant Award, through May 31, 2025, in the amount of \$138,015 in form approved by County Counsel.

The Department will return to the Board this Fall with a recommendation for programming these funds.

Discussion:

The Department continually seeks state and federal funding to support critical Public Health programs serving the County of Sonoma.

On May 5, 2023, the California Conference of Directors of Environmental Health (CCDEH) issued the Department a MEHKO AB178 Grant Award Notice - Attachment 1. In accordance with this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board 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 County of Sonoma Health Jurisdiction will be \$138,015. 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).

The purpose of this state-funded grant program as described in the enabling legislation and the grant agreement between the Workforce Development Board 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

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application forms, permitting processes, and initial site inspections and for city code enforcement activities related to MEHKO 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. Funding allocated to local governments is 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.

To receive this funding, a Grant Acceptance Agreement must be completed by May 15, 2024. Funds will be disbursed to jurisdictions by June 30, 2024 and must be encumbered by June 30, 2024 and expended by May 31, 2025. See Attachment 1 - MEHKO Grant Award Notice and Funding Agreement.

The Department anticipates returning to the Board with an implementation plan in late 2024, after collaborating with and collecting input from our city partners.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

On July 11, 2023, the Board of Supervisors adopted a resolution delegating authority to the Director of Health Services, or designee, to accept funding allocations for the County of Sonoma and execute revenue agreements, amendments, and related documents received in fiscal year 2023-2024 as necessary to receive revenue from state and federal agencies for various terms with some being for multiple years.

FISCAL SUMMARY

Expenditures	FY23-24 Adopted	FY24-25 Projected	FY25-26 Projected
Budgeted Expenses		\$138,015	
Additional Appropriation Requested			
Total Expenditures		\$138,015	
Funding Sources			
General Fund/WA GF			
State/Federal		\$138,015	
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources		\$138,015	

Narrative Explanation of Fiscal Impacts:

DHS will return to the Board to add the \$138,015 from the MEHKO grant to the FY 24-25 budget via the

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quarterly Consolidated Budget Adjustment (CBA) process.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

N/A

Attachments:

Attachment 1 - MEHKO Grant Award Notice and Funding Agreement

Related Items "On File" with the Clerk of the Board:

None