

MEMORANDUM OF UNDERSTANDING  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH AND  
County of Monterey

**MEMORANDUM OF UNDERSTANDING**

BETWEEN THE  
CALIFORNIA DEPARTMENT OF PUBLIC HEALTH  
AND  
County of Monterey

This Memorandum of Understanding (MOU) is entered into the sixth day of June 2023, by and between the California Department of Public Health, hereafter called CDPH, and County of Monterey, hereafter called the County.

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

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

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

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

NOW, THEREFORE, CDPH and County agree as follows:

1. A liaison shall be established between CDPH and the County via the designated County Cal-EIS Preceptor and the Director of the CDPH Cal-EIS Fellowship.
2. The County's Dr. Edward Moreno (or a qualified designee, approved by CDPH) shall serve as the on-site Preceptor for the Fellow.
3. Regents of the University of California, Davis (UCD) will provide wages and reimbursement comparable to a stipend of \$55,000.00 for July 3, 2023 to June 30, 2024; health insurance included, also included in this amount will be allocations for travel and training expenses for the CDPH Fellow who is accepted by CDPH and the County into the Cal-EIS Fellowship appointment. The training should lead to completion of competencies established by CDPH, Cal-EIS, and the County.

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4. The goals and activities of the assigned Fellow, Matthew Colbert, are as follows:
  - (a) Completion of the field experience in applied epidemiology, achievement of applied epidemiology competencies and the application of public health and biostatistics/epidemiology principles and practice.
  - (b) Formulate and submit activity reports and competency charts according to the schedule outlined in the Cal-EIS Manual.
  - (b) Attend all didactic sessions required by the Cal-EIS Fellowship; complete and submit evaluation forms on required seminars and training.
  - (c) Evaluate the Preceptor and the Cal-EIS Program at the midpoint and end of each year.
  - (d) Participate in epidemiologic investigations as requested by CDPH.
  - (e) Continuously improve public health epidemiology competencies over the course of the Fellowship.
  - (f) Demonstrate ethical conduct, professional demeanor, and a caring attitude towards the public and towards peers.
5. The period of assignment, financial arrangements, and details of CDPH policies are as follows:
  - (a) The period of Fellow assignment shall be from July 3, 2023 to June 30, 2024.
  - (b) Leave policies shall be provided/determined by UCD.
  - (c) Fellow Responsibilities - "Summary of Requirements for Fellows" (attached).
  - (d) Procedures for Grievance and Due Process - "Procedures for Due Process" (attached).
6. The term of this MOU is from July 3, 2023 to June 30, 2024. This MOU may be terminated by either party, at any time, with or without cause, upon 30 days written notice from one to the other.
7. UCD's financial obligation under paragraph 3 above will cease on the termination date (30 days after written notice is given) and will be prorated by the amount of

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time served by the Fellow until the termination date. Therefore, if the agreement is terminated prior to the expiration of the Fellow's term, UCD will only be responsible for the time served by the Fellow until the termination date, not the entire amount set forth in paragraph 3.

8. County's responsibilities for teaching, supervision, and formal evaluation of the Fellow's performance:

- (a) Attend Cal EIS Preceptor Orientation.
- (b) Provide a qualified on-site Preceptor for the Fellow. The Preceptor will provide assistance in planning the field experience, supervision, professional guidance and evaluation during training.
- (c) Meet the educational objective of providing a supervised experience in the application of public health and biostatistics/epidemiology principles and practice.
- (d) Allow Fellow to be called upon on short notice to perform investigations, under authority of CDPH, for public health emergencies.
- (e) County will provide the Fellow with facilities and supervised experiential learning opportunities including: orientation, administrative guides, workspace, computer access, program participation, demonstrations, conferences, consultations, and practical instructions. Security measures for the Fellow should be the same as for other staff working in the same public agency as the Fellow.
- (f) County agrees, when requested, to evaluate each Fellow's performance and report to CDPH on forms provided by CDPH and participate in virtual Site Visits.
- (g) County shall have the right to immediately terminate a students' placement/assignment for any reason including, if student who, in the judgment of the County, is not participating satisfactorily or refused to follow the County's administrative policies, procedures, rules and regulations, including but not limited to inappropriate behavior, dress and/or hygiene.

9. CDPH Responsibilities:

- (a) CDPH will facilitate the placement of a Fellow with the County.
- (b) CDPH will assist in the coordination of training for the Fellow.

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

10. UCD Responsibilities:

- (a) Organize a virtual Kick-Off Tutorial at the beginning of the training year for basic skill set and SAS/R programming.
- (b) Provide epidemiologic and biostatistics support for Fellow major projects.
- (c) Develop twice monthly epidemiology/biostatistics seminars.
- (d) Participate in twice-yearly Advisory Committee meetings.
- (e) Administer the Fellow's monthly stipend health benefits and provide administrative and human resources support.

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

ON BEHALF OF County of Monterey

By:  Date: 6/30/2023 | 11:20 AM PDT  
DocuSigned by:  
C7A30BA59CA8423

PRINTED NAME: Elsa Jimenez

TITLE: Director of Health Services

By: \_\_\_\_\_ Date: \_\_\_\_\_

ON BEHALF OF CALIFORNIA DEPARTMENT OF PUBLIC HEALTH

By:  Date: 6/30/23

PRINTED NAME: CAROLINE PECK, MD, MPH, FACOG

TITLE: DIRECTOR, CAL-EIS FELLOWSHIP PROGRAM