



# COUNTY OF HUMBOLDT

For the meeting of: 8/12/2025

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File #: 25-865

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**To:** Board of Supervisors

**From:** DHHS: Public Health

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Memorandum of Understanding Templates for the County of Humboldt, Department of Health and Human Services, Public Health, Maternal, Child and Adolescent Health to provide Certified Child Passenger Safety Trainings

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve the attached Memorandum of Understanding templates for use by and between the County of Humboldt and local community-based agencies to secure facilities and grant permission for staff to participate in Nationally Certified Child Passenger Safety Trainings; and
2. Authorize the Department of Health and Human Services - Public Health Director, or a designee there of, to execute the attached Memorandum of Understanding templates to form agreements with local community-based agencies; and
3. Authorize the Department of Health and Human Services - Public Health Director, or a designee there of, to execute any and all subsequent amendments, certifications, attestations, and documents directly associated with the attached Memoranda of Understanding by and between the County of Humboldt and local community-based agencies after review and approval by County Counsel, Risk Management, and the County Administrative Office; and
4. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one Certified copy of the Board Order pertaining to this item.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Safe & Healthy Communities

Strategic Plan Category: 1002- Remove barriers to quality healthcare

**DISCUSSION:**

Since 2003, County of Humboldt Department of Health and Human Services - Public Health (DHHS - PH), Maternal Child and Adolescent Health's (MCAH) Child Passenger Safety (CPS) Program has distributed car seats to low-income, underserved, or non-English speaking families. The goal to reduce death and injuries to children from birth to twelve years of age by increasing the awareness and correct use of car seats and booster seats is achieved through education on California laws, best practices when choosing the correct car seat and/or booster seat for the child's height, weight, and age and on proper installation in vehicles. Parents and caregivers are educated on the proper use and installation of the child safety seats. The knowledge gained from the Child Passenger Safety education component is meant to empower parents and caregivers to use a properly installed appropriate child safety seat for their child.

Annually, the Child Passenger Safety Program provides a 32-hour CPS Certification Training to keep certified Child Passenger Safety

Technicians in public and community-based agencies available to the target population. The Child Passenger Safety Program:

- Assures trained, certified Child Passenger Safety Technicians in all areas of Humboldt County;
- Provides ongoing support for Child Passenger Safety Technicians concerning best practices, latest Child Passenger Safety news, and the technician recertification process;
- Distributes car seats and booster seats to partner agencies that have certified Child Passenger Safety Technicians on staff for distribution to the target population;
- Collaborates with other agencies that serve the target population to do car seat inspection stations at various sites around the county and to educate the parents about correct car seat and booster seat use.

If approved, these Memoranda of Understanding will allow the Child Passenger Safety Program to continue to organize and hold trainings to certify Car Passenger Safety Technicians with community-based agencies. These agreements with local community partners will strengthen and expand Maternal, Child and Adolescent Health's Child Passenger Safety infrastructure and network by securing facilities, acquiring permission for students to participate, and establishing insurance and liabilities requirements for certified Child Passenger Safety Trainings.

**SOURCE OF FUNDING:**

Public Health Fund (1175) Public Health Field Nursing (420)

**FINANCIAL IMPACT:**

Narrative Explanation of Financial Impact:

There is no direct financial impact associated with approval of the attached Memorandum of Understanding template for Nationally Certified Child Passenger Safety Trainings.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board of Supervisors may choose not to approve the memoranda of understanding, however, that is not recommended as it would negatively impact the ability to hold certified car seat passenger trainings and the number of certified car seat safety technicians who provide education and car seats for low-income, underserved, or non-English speaking families.

**ATTACHMENTS:**

1. Child Passenger Safety Memorandum of Understanding Agency template
2. Child Passenger Safety Memorandum of Understanding Independent Instructor template
3. Child Passenger Safety Memorandum of Understanding Independent Technician template

**PREVIOUS ACTION/REFERRAL:**

Meeting of: N/A

File No.: N/A