



COUNTY OF HUMBOLDT

For the meeting of: 6/9/2026

File #: 26-521

To: Board of Supervisors

From: DHHS: Public Health

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Authorization for the Public Health Director to Sign Required State of California Contracting Documents

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Public Health Director to sign state-required contracting documents listed below, as part of the State of California's updated contracting process, prior to the issuance of any agreement to the county; and
2. Direct staff to continue submitting all agreements requiring Board Approval, including allocations, awards, and grant funding agreements to the Board for review and approval prior to execution.

STRATEGIC PLAN:

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

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The State of California has recently implemented new contracting requirements that mandate several standardized documents be completed and signed before the state will issue any agreement to a local government agency. These documents must be signed by an authorized representative of the county and are valid for only 45 days from the date of signature.

Currently, no Public Health Director, Manager, or Supervisor has delegated authority to sign these documents. As a result, agreements with state agencies may be delayed unless the Board authorizes the Public Health Director to sign the required forms.

The state now requires the following documents to be completed and signed before they will develop or release any contract:

1. California Civil Rights Laws: Confirms the county's compliance with all applicable California civil rights and nondiscrimination laws as a condition of receiving state funds.
2. Contractor Certification Clauses: A standardized set of state mandated clauses affirming compliance with various state requirements, including labor laws, nondiscrimination, conflict of interest rules, and other statutory obligations.
3. Darfur Contracting Act Certification: Certifies that the county does not engage in business activities that support the Sudanese government in the Darfur region, in accordance with State law.
4. Government Agency Taxpayer ID Form: Provides the county's taxpayer identification information to the state for reporting and payment purposes.
5. Payee Data Record Supplement: Supplies supplemental payee information required by the State Controller's Office to

establish or update the county as a vendor in the state's payment system.

6. Payee Data Record (STD 204): A standard state form used to collect payee information for tax reporting and payment processing.

Because these documents must be signed before the state will issue an agreement, and because signatures expire after 45 days, timely execution is essential to avoid delays in receiving state contracts, funding, and program allocations.

Granting signature authority to the Public Health Director will allow the Public Health Branch to promptly complete these required documents and ensure that state agreements can be developed and issued without interruption.

This request does not change the county's existing approval process for agreements.

All agreements that require Board of Supervisors approval, including allocations, awards, and grant funding agreements, will continue to be brought before the Board for review and approval prior to execution.

This authorization applies only to the preliminary state required documents listed above, not to the agreements themselves.

SOURCE OF FUNDING:

Public Health Fund (1175) Public Administration Budget Unit (400)

FINANCIAL IMPACT:

Narrative Explanation of Financial Impact:

There is no financial impact associated with this request.

STAFFING IMPACT:

Narrative Explanation of Staffing Impact:

There is no staffing impact associated with this request.

OTHER AGENCY INVOLVEMENT:

N/A

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve this request, however, this will result in delays in state allocations, awards, and grants for Programs.

ATTACHMENTS:

1. California Civil Rights Laws
2. Contractor Certification Clauses
3. Darfur Contracting Act Certification
4. Government Agency Taxpayer ID Form
5. Payee Data Record Supplement
6. Payee Data Record (STD 204)

PREVIOUS ACTION/REFERRAL:

Meeting of: N/A

File No.: N/A