

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



**ITEM: 3.28
(ID # 29658)**

MEETING DATE:
Tuesday, March 03, 2026

FROM : RUHS-PUBLIC HEALTH

SUBJECT: RIVERSIDE UNIVERSITY HEALTH SYSTEM-PUBLIC HEALTH: Ratify and Accept the Notice of Award from the California Department of Public Health for the Public Health Microbiologist and LabAspire Training Programs for the Performance Period of July 1, 2025 through June 30, 2027; All Districts [\$276,048; up to \$55,210 in additional compensation – 100% State Funds]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Ratify and accept the Notice of Award from the California Department of Public Health for the Public Health Microbiologist (PHM) and LabAspire Training Programs for a total aggregate amount of \$276,048 for the period of performance of July 1, 2025 through June 30, 2027; and
2. Authorize the Chair of the Board to sign the Contractor Certification Clause and the California Civil Right Laws Attachment on behalf of the County; and
3. Authorize the Director of Public Health, or designee, based on the availability of fiscal funding and approved as to form by County Counsel, to: (a) sign all certifications, assurances, or reports to implement the Grant Agreement including, but not limited to, signing the Grant Agreement when it becomes available; (b) sign subsequent amendments to the Grant Agreement, including modifications to the statement of work, that stay within the intent of the agreement; and (c) sign subsequent amendments to the grant agreement that do not exceed the sum total of twenty percent (20%) of the total aggregate grant agreement amount.

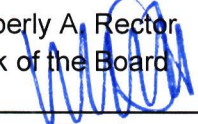
ACTION:A-30, Policy


Kim Saruwatari, Director of Public Health 2/9/2026

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Medina, seconded by Supervisor Gutierrez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Perez, and Gutierrez
Nays: None
Absent: Washington
Date: March 3, 2026
xc: RUHS-PH

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$14,000	\$262,048	\$276,048	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
SOURCE OF FUNDS: 100% State			Budget Adjustment: No	
			For Fiscal Year: 25/26 – 26/27	

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

In recognition of on-going Public Health Laboratory (PHL) personnel shortages and need to increase PHL workforce training programs, California Department of Public Health (CDPH) is implementing the Budget Act of 2024 AB107 Item 4265-001-0001 Provisions 10 and 11 and Item 4265-111-0001 Provisions 5 and 6 to support the LabAspire Fellowship Program, which trains and prepares qualified professionals to direct local California Public Health Laboratories in California. CDPH is committed to expanding this training collaboratively with the California Association of Public Health Lab Directors (CAPHLD), California Conference of Local Health Officers (CCLHO) and the County Health Executives Association of California (CHEAC) to implement the Public Health Equity and Readiness Opportunity (HERO) Initiative.

The California Public Health Laboratory system is comprised of the State Public Health Laboratories and 28 local Public Health Laboratories (PHLs) with Riverside County having one of the PHLs. Each laboratory requires a qualified Public Health Laboratory Director to assume administrative and technical responsibility for laboratory operations. Through AB107 the HERO initiative funds LabAspire Public Health Laboratory Director Training Program participants which provides fundamental training for aspiring Public Health Laboratory Directors and has successfully prepared candidates to assume leadership roles at both the local and state Public Health Laboratory levels. Public Health Laboratory Directors provide public health leadership for Riverside County that are the forefront of laboratory diagnostics. Additionally, the HERO initiative is dedicated to protecting the health and safety of our communities and delivering health equity by addressing public health workforce recruitment and retention challenges as well as providing the existing workforce with upward mobility opportunities to facilitate a pipeline of trained public health professionals.

Impact on Residents and Businesses

Expanding the training and development of qualified Lab Directors will have a substantial positive impact on both residents and the business community. For residents, a larger cadre of skilled laboratory leaders enhances the quality, accuracy, and efficiency of services, supporting faster clinical decisions and improved health outcomes. Increasing the number of trained Lab Directors helps build a healthier, more resilient, and more prosperous community.

Additional Fiscal Information

This is new funding in the amount of \$276,048 to support the laboratory and enhance testing capabilities.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

County Fiscal Year

Fiscal Year	Amount
25/26	\$14,000
26/27	\$262,048
Total	\$276,048

Contract History and Price Reasonableness

These funds will be used to support staff salary, supplies, and travel for fellow. There is no prior contract history. The grant application was submitted on June 12, 2025, RUHS-PH received an intent to award letter for the Performance Period of July 1, 2025, through June 30, 2027, in the Amount of \$276,048.

ATTACHMENTS:

- ATTACHMENT A.** Notice of Award Letter from California Department of Public Health
- ATTACHMENT B.** Letter of Support from Riverside University Health System – Public Health
- ATTACHMENT C.** Training Plan and Schedule for LabAspire Fellowship
- ATTACHMENT D.** Riverside PHL LabAspire Grant Budget
- ATTACHMENT E.** Contractor Certification Clauses
- ATTACHMENT F.** California Civil Rights Laws


Douglas Cordonez Jr.


2/23/2026


Gregg Gu, Chief of Deputy County Counsel 2/9/2026

Contractor Certification Clauses

CCC 04/2017

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
	95-6000930

By (Authorized Signature) *Karen S. Spiegel*
KAREN SPIEGEL CHAIR, BOARD OF SUPERVISORS
Printed Name and Title of Person Signing

Date Executed	Executed in the County of
03.03.2020	Riverside

ATTEST:
KIMBERLY A. REGTOR, Clerk

By 
DEPUTY

CONTRACTOR CERTIFICATION CLAUSES

1. **STATEMENT OF COMPLIANCE:** Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS:** Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,

2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lessor of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at www.dir.ca.gov, and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably

required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and

Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

APPROVED AS TO
FORM:
Minh C. Tran
County Counsel

Esen Sainz
X _____
Esen Sainz
Deputy County Counsel

Pursuant to Public Contract Code section 2010, a person that submits a bid or proposal to, or otherwise proposes to enter into or renew a contract with, a state agency with respect to any contract in the amount of \$100,000 or above shall certify, under penalty of perjury, at the time the bid or proposal is submitted or the contract is renewed, all of the following:


1. **CALIFORNIA CIVIL RIGHTS LAWS:** For contracts executed or renewed after January 1, 2017, the contractor certifies compliance with the Unruh Civil Rights Act (Section 51 of the Civil Code) and the Fair Employment and Housing Act (Section 12960 of the Government Code); and
2. **EMPLOYER DISCRIMINATORY POLICIES:** For contracts executed or renewed after January 1, 2017, if a Contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, the Contractor certifies that such policies are not used in violation of the Unruh Civil Rights Act (Section 51 of the Civil Code) or the Fair Employment and Housing Act (Section 12960 of the Government Code).

CERTIFICATION

I, the official named below, certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

APPROVED AS TO
 FORM:
 Minh C. Tran County
 Counsel
Esen Sainz
 X _____
 Esen Sainz
 Deputy County Counsel

Proposer/Bidder Firm Name (Printed)	Federal ID Number
	95-6000930

By (Authorized Signature) <i>Karen S. Spiegel</i>	ATTEST: KIMBERLY A. RECTOR, Clerk  By _____ DEPUTY
Printed Name and Title of Person Signing	

KAREN SPIEGEL	CHAIR, BOARD OF SUPERVISORS
Executed in the County of <i>Riverside</i>	Executed in the State of <i>California</i>
Date Executed <i>03.03.2026</i>	



Erica Pan, MD, MPH
Director and State Public Health Officer

Gavin Newsom
Governor

December 4, 2025

Dr. Syreeta Steele
Laboratory Director
Riverside Public Health Laboratory
4065 County Circle Drive, Suite#106
Riverside, CA 92503

Authority:

Budget Act of 2023 - AB102 §142 Item 4265-001-0001 Provisions 13 and 14 and AB102 §143 Item 4265-111-0001 Provisions 5 and 6: expires June 30, 2026

Budget Act of 2024 - AB107 §2 Item 4265-001-0001 Provisions 10 and 11 and AB107 §2 Item 4265-111-0001 Provisions 5 and 6: expires June 30, 2027

Dear Dr. Steele,

NOTICE OF AWARD

The California Department of Public Health (CDPH), Center for Laboratory Sciences (CLS) is pleased to announce the intent to award local assistance funds to your agency for Public Health Microbiologist (PHM) and LabAspire training activities. In recognition of ongoing Public Health Laboratory (PHL) personnel shortages and need to increase PHL workforce training programs, CDPH is implementing the Budget Act of 2023 - AB102 §142 Item 4265-001-0001 Provisions 13 and 14 and AB102 §143 Item 4265-111-0001 Provisions 5 and 6 and Budget Act of 2024 AB107 Item 4265-001-0001 Provisions 10 and 11 and Item 4265-111-0001 Provisions 5 and 6 to increase the number of qualified Public Health Laboratory staff in California. CDPH is committed to working to expand this training collaboratively with the California Association of Public Health Lab Directors (CAPHL), California Conference of Local Health Officers (CCLHO) and the County Health Executives Association of California (CHEAC) to implement the [Public Health Equity and Readiness Opportunity \(HERO\) Initiative](#).

Your agency's AB102 PHM Training Fellowship award is **\$14,000** to support education and training for one PHM Trainee for Fiscal Year (FY) 2025-2026. Your agency's AB107 LabAspire Training Fellowship award is **\$262,047.89** to support education and training for one LabAspire Fellow for Fiscal Year (FY) 2026-2027. **Please note that AB102 funds expire on June 30, 2026 and cannot be carried forward.** To secure these funds, an official grant agreement will be developed and executed between your agency and CDPH covering the period July 1, 2025, through June 30, 2027. Please reply with your intent to accept these funds to Amanda.Moe@cdph.ca.gov by December 12th, 2025 and include your agency's name in the subject line when you reply by email to help us to easily identify which local health jurisdiction (LHJ) you represent.

Forms to initiate local assistance funding

CDPH-CLS will provide templates of the following non-binding, informational forms to initiate your local assistance funding. Since these informational forms are non-binding, they can be completed and signed by the Public Health Laboratory Director or anyone at your agency who has the information to complete the forms. We request that you submit your completed forms to Andrew.Knapp@cdph.ca.gov, Amanda.Moe@cdph.ca.gov and Kate.Weis@cdph.ca.gov no later than December 17th, 2025. To help us more easily identify which LHJ you represent, please include your agency's name in the subject line when you email us your informational documents.



1. LHJ PHL contact information form
 - Fiscal Year 2025-26 Indirect Cost Rates (attached – for your information)
2. CDPH9083 taxpayer ID form (**REQUIRED for all**) - required for Governmental agencies; provides your LHJ's legal vendor name, taxpayer number (EIN) and payment address
3. std204 (**REQUIRED for all**) - Payee Data Record - provides your LHJ's legal vendor name, taxpayer number (EIN) and payment address
 - std205 (optional) - Payee Data Record Supplement - use this only if needed to provide additional LHJ contact information not captured on std204 (e.g. if your LHJ will have a different, specific mailing address for payments) - if N/A, **REPLY with email that all of your information is on the std204 form**
4. CCC 042017 (**REQUIRED**) - Contractor Certification Clauses – certifies that your LHJ complies with general state requirements (for nondiscrimination, labor relations, etc. - some paragraphs are for other types of vendors and will be N/A for PHLs)
 - DGS OLS 04 (**REQUIRED**) - California Civil Rights Laws Attachment - certifies that your LHJ complies with state civil rights laws and non-discrimination policies - only required for contracts greater than \$100,000

Once these informational forms are received, CLS will provide the agreement documents and exhibits. If you have any questions about the required documents, please contact Wil Velasco at Wilfred.Velasco@cdph.ca.gov or Katya Ledin at Katya.Ledin@cdph.ca.gov.

Your Agency must maintain supporting documentation for any expenditures invoiced to CDPH against this source of funding. Documentation should be readily available in the event of an audit or upon request from CDPH. CDPH, in consultation with the California Association of Public Health Laboratory Directors, will periodically evaluate PHM Training spending at the local level and may consider requests for carry forward and redirection of unspent funds to maintain PHM workforce training activities.

Since FY 2018/2019, CDPH has used a new statewide financial management system that integrates budgeting, accounting, contracts, and procurement into one information technology system. Under this system, it is critical that the official name of your agency is used for the grant, as well as ensuring accuracy of the address where invoice payments are to be mailed. To ensure we have accurate information, we are requesting you to complete the attached CDPH 9083 Government Agency Taxpayer Identification Form. If you have any questions about completing the form, please contact Wil Velasco at Wilfred.Velasco@cdph.ca.gov.

Travel Costs in Budget

The grant budget may include travel costs for the PHM Trainee. Requirements for travel reimbursement will be specified in the contract documents and must comply with your jurisdiction's travel policy. The amount of funds budgeted for travel may be adjusted or redirected to another line item on a later date to accurately reflect actual planned trips.

Indirect Costs

Beginning in FY 2014/2015, CDPH negotiated an Indirect Cost Rate (ICR) with each local health jurisdiction in an effort to standardize the rate. This rate is applied to all contracts that CDPH has with your agency. Please see the attached FY 2025-2026 ICR for your use in completing your budgets. Please note that most local health jurisdictions apply the ICR to the total personnel costs only. However, there are a few that apply the rate to the total direct costs (this includes personnel, benefits, operating expenses, travel, and subcontracts line items). Your ICR cannot exceed the negotiated amount, nor can the application of the ICR be changed. However, you may elect to reduce the published Indirect Cost Rate percentage or not include Indirect Costs in the PHM Training budget.

Board of Resolution or Minute Order Requirements

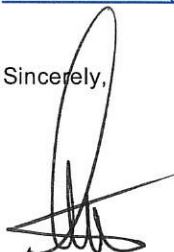
All agreements with local health jurisdictions must have a current Board of Resolution or Minute Order or documentation to confirm that the amendment is within the fiscal authority of the signing department or agency. If the grant is amended during the term of the agreement, a new Board of Resolution or Minute Order must be obtained

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unless the original resolution clearly states the allowance for amendments, extensions, and renewals to be approved without going through the Board of Supervisors, or the local health jurisdiction provides documentation to confirm that the amendment is within the fiscal authority of the signing department or agency and does not require re-approval.

If you have any questions about the award or the required documents, please contact Wil Velasco at Wilfred.Velasco@cdph.ca.gov or Katya Ledin at Katya.Ledin@cdph.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to be 'Anthony Tran', written over a horizontal line.

Anthony Tran, DrPH, MPH, D(ABMM)
Director, State Public Health Laboratory
Deputy Director, Center for Laboratory Sciences
California Department of Public Health

Enclosures: LHJ PHL Contact Information Form, FY 2024/2025 Indirect Cost Rate, CDPH 9083, std204, std1000, std205, CCC 042017, DGS OLS 04, Darfur Form

cc: LHJ Health Officer, LHJ Health Administrator



June 12, 2025

California Department of Public Health
LabAspire Fellowship Program
Attn: Katya Ledin
850 Marina Bay Parkway
Richmond, CA 94804-6403

Marshare Penny, DrPH MPH
Riverside University Health System – Public Health
Riverside County Department of Public Health
4065 County Circle Dr
Riverside, CA 92503

To Whom It May Concern,

As Deputy Director of the Riverside County Public Health Department, I am writing to offer my strongest endorsement for Dr. Juliana Nzongo's application to the LabAspire Public Health Laboratory Director Fellowship Program.

Our public health laboratory is a critical component of Riverside County's public health infrastructure, providing essential diagnostic services, outbreak detection, and scientific support for public health initiatives. Like many local laboratories across California, we face ongoing challenges related to workforce development and succession planning—particularly the need for board-certified, highly trained laboratory leaders. The LabAspire Fellowship represents a strategic opportunity to address this need by cultivating the next generation of public health laboratory directors.

Dr. Nzongo is an exceptionally capable and driven public health professional, currently serving as an APHL Fellow in our laboratory. She has consistently demonstrated technical excellence, a strong work ethic, and a deep commitment to public service. Her participation in the LabAspire Fellowship will enable her to build upon her existing skills by gaining advanced leadership training, supervised experience, and the credentials required to assume a future director role—either within our laboratory or the broader California public health system.

Our department is fully committed to supporting Dr. Nzongo throughout the duration of the Fellowship. We will provide robust mentorship, meaningful supervisory responsibilities, and all necessary resources to ensure she meets program expectations and is well-prepared for board certification. Furthermore, we are prepared to meet all fiscal and administrative obligations associated with hosting a LabAspire Fellow, in accordance with the guidelines set forth by CDPH and CAPHLD.

The LabAspire Fellowship aligns closely with our department's strategic priority of workforce development, with particular focus on succession planning, which includes maintaining excellence in laboratory science. We are confident that Dr. Nzongo's participation will not only accelerate her

Kim Saruwatari, M.P.H., Director

Jennifer Chevinsky, M.D., Public Health Officer



Public Health

professional growth but also strengthen the long-term capacity and leadership of our public health laboratory.

Thank you for considering our application. Should you require any additional information or documentation, please do not hesitate to contact me at mpenny@ruhealth.org.

Sincerely,

A handwritten signature in black ink that reads "Marshare Penny". The signature is written in a cursive, flowing style.

Marshare Penny, DrPH MPH
Deputy Director
Riverside University Health System – Public Health
Riverside County Department of Public Health

Part E. Attachment – Training Plan and Schedule for LabAspire Fellow

LabAspire Fellowship Training Plan Training Site: Riverside County Public Health Laboratory

Training Period: November 2025 – July 2027

Year 1 (November 2025 – August 2026)

Orientation and Foundational Knowledge (September–December 2025)

- Review Laboratory Policies and Procedures
 - Laboratory policies
 - Standard operating procedures (SOPs)
 - Quality assurance and quality control programs
 - CLIA inspection reports
 - Safety policies and incident reports

Public Health Laboratory Missions and Core Functions (January–March 2026)

- Overview of public health core functions (local, state, and national levels)
- Coordination with public health programs: Communicable Disease, Environmental Health, Animal Control, Public Health Clinics, Preparedness and Response

Regulatory Compliance Training (April–June 2026)

- CLIA, EPA, OSHA, DOT, FAA, HIPAA, and LRN
- Introduction to Laboratory Field Services requirements

Facilities Management Basics (July–August 2026)

- Laboratory design principles (BSL-2/BSL-3 requirements)
 - Maintenance and building safety coordination
 - ADA and building code compliance
-

Year 2 (September 2026 – July 2027)

Management Principles (September–December 2026)

- Executive leadership and organizational insight
- Sustaining transformational change
- Facilitating team dynamics and thinking skills
- Developing direction and vision for lab programs

Management Operations and Administrative Processes (January–April 2027)

- Budget development and cost accounting
- Grant applications and fiscal management
- Personnel management: hiring, scheduling, evaluations, discipline
- Union/civil service relations
- Bid and procurement processes
- Equipment acquisition and contract negotiation basics

Information Technology and Data Systems (May–June 2027)

- LIMS systems basics and maintenance
- Database management
- Data security and server needs assessment for laboratory systems

Professional Development and Strategic Engagement

- Active participation in CAPHLD, APHL, and other professional organizations
- Engagement in committee work (internal and external)
- Identification of continuing education opportunities

Key Notes

Professional Development and Strategic Engagement

- Active participation in CAPHLD, APHL, and other professional organizations
- Engagement in committee work (internal and external)
- Identification of continuing education opportunities

Monthly Check-ins will be scheduled with the Laboratory Director to monitor progress.

Quarterly Assignments/Projects will be given (e.g., mock budget preparation, SOP revision, grant writing practice).

Ongoing Mentorship: Shadow the Laboratory for executive-level leadership exposure.

AB102 & AB107 CDPH/CAPHLD
 LabAspire Budget FY 25-26, 26-27

Entity Name: Riverside County Laboratory

25-10545

Personnel	
Position Title	Annual Salary
Supv Public Health Microbiologist	\$ 111,919.00
Total Salaries	
Fringe Benefits	
Supv Public Health Microbiologist	
Total Personnel	
Lab/Office Supplies	
Reference books, study materials, online training subscriptions	
Lab Supplies	
Total Lab/Office Supplies	
Travel	
In State Travel to CAPHLD, other meetings and trainings	
Out of State Travel to scientific meetings & board exam(s)	
Total Travel	
Other Costs	
Board exam and meeting registration	
Tuition & Fees for graduate program	
Total Other Costs	
Total Direct Costs	
Total Indirect Costs	
38.30% of personnel cost	
Total Costs	

APPROVED	Allocation requested:
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FTE	Year 1 - PHM	Year 2 - LabAspire
\$ 1.00	\$ -	\$ 111,919.00

Percentage		
57.67%	\$ -	\$ 64,543.69
	\$ -	\$ 176,462.68

	\$ 2,000.00	\$ 4,000.00
	\$ 2,000.00	\$ 4,000.00

	\$ 5,000.00	\$ 5,000.00
	\$ 7,000.00	\$ 7,000.00
	\$ 12,000.00	\$ 12,000.00

		\$ 2,000.00
	\$ -	\$ 2,000.00

	\$ 14,000.00	\$ 194,462.68
Percentage		
38.30%	\$ -	\$ 67,585.21
	\$ 14,000.00	\$ 262,047.89

\$ 276,047.89

Total Budget	
\$	111,919.00
\$	111,919.00
\$	64,543.69
\$	176,462.68
Budget	
\$	6,000.00
\$	-
\$	6,000.00
Budget	
\$	10,000.00
\$	14,000.00
\$	24,000.00
Budget	
\$	2,000.00
\$	-
\$	2,000.00
\$	208,462.68
Budget	
\$	67,585.21
\$	276,047.89

Approved - KL 12/23/2025

Year 1 PHM - ok to charge to 23-11078 as long as costs aren't duplicated

Changes allowable WITHIN INDIVIDUAL FISCAL YEAR

Ok to revise unspent travel funding to Lab Supplies - all invoices must be paid by June 30.

Ok to revise travel funding to Lab Supplies (line 14) instead if needed / useful

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Eligible travel may include CAPHLD Spring Meeting (April), APHL (May), ASM (June), CAPHLD AI (September /

/ October), ABB certification exams, other professional meetings as scheduled.

Approved - XL 12/23/2025

Personnel					
Position Title	Annual Salary	FTE	Year 1 - PHM	Year 2 - LabAspire	Total Budget
Supv Public Health Microbiologist	\$ 111,919.00	\$ 1.00	\$ -	\$ 111,919.00	\$ 111,919.00
Total Salaries					\$ 111,919.00
Fringe Benefits					
	Percentage				
Supv Public Health Microbiologist		57.67%	\$ -	\$ 64,543.09	\$ 64,543.09
Total Personnel			\$ -	\$ 176,462.09	\$ 176,462.09
Lab/Office Supplies					
					Budget
Reference books, study materials, online training subscriptions			\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
Lab Supplies					\$ -
Total Lab/Office Supplies			\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
Travel					
					Budget
In State Travel to CAPHLD, other meetings and trainings			\$ 5,000.00	\$ 5,000.00	\$ 10,000.00
Out of State Travel to scientific meetings & board exam(s)			\$ 7,000.00	\$ 7,000.00	\$ 14,000.00
Total Travel			\$ 12,000.00	\$ 12,000.00	\$ 24,000.00
Other Costs					
					Budget
Board exam and meeting registration				\$ 2,000.00	\$ 2,000.00
Tuition & Fees for graduate program				\$ -	\$ -
Total Other Costs			\$ -	\$ 2,000.00	\$ 2,000.00
Total Direct Costs			\$ 14,000.00	\$ 194,462.09	\$ 208,462.09
Total Indirect Costs					
	Percentage				Budget
38.30% of personnel cost		38.30%	\$ -	\$ 67,585.21	\$ 67,585.21
Total Costs			\$ 14,000.00	\$ 262,047.89	\$ 276,047.89

Year 1 PHM - ok to charge to 23-11078 as long as costs aren't duplicated

Changes allowable WITHIN INDIVIDUAL FISCAL YEAR

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