

RIVERSIDE UNIVERSITY HEALTH SYSTEM – PUBLIC HEALTH

MEMORANDUM OF UNDERSTANDING

AGENCIES: County of Riverside - Children & Families Commission, a.k.a FIRST 5 Riverside County
Riverside University Health System – Public Health

MOU TERM: July 1, 2026 through June 30, 2029

MAXIMUM REIMBURSABLE AMOUNT: \$957,581

CONTRACT ID: HSARC 27-020

WHEREAS, this Memorandum of Understanding (MOU) is entered into between County of Riverside – Children & Families Commission, a.k.a FIRST 5 Riverside County (“First 5”), and the Riverside University Health System – Public Health (“RUHS-PH”), both as Departments of the County of Riverside, a political subdivision of the state of California, for close collaboration to advance data-informed decision-making and strategic systems development. Both agencies are collectively referred to as “Parties.”

WHEREAS, FIRST 5 desires RUHS-PH to provide two administrative positions with specialized expertise to bridge data, evaluation, and reporting efforts, transforming information into actionable insights as in accordance with the TERMS and CONDITIONS (T&C) attached hereto and incorporated herein by this reference. The T&C specifies the responsibilities of First 5 and RUHS-PH.

NOW THEREFORE, First 5 and RUHS-PH do hereby covenant and agree that First 5 and RUHS-PH shall provide said services in accordance with the terms and conditions contained herein of this MOU.

Authorized Signature for Riverside County Children & Families Commission (a.k.a First 5 Riverside County)	Authorized Signature for Riverside University Health System – Public Health (RUHS-PH)
Printed Name and Title of Person Signing:	Printed Name and Title of Person Signing:
Charna Widby Executive Director	Kim Saruwatari Director of Public Health
Address: 585 Technology Ct. Riverside, CA 92507	Address: 4065 County Circle Dr. Riverside, CA 92503
Date Signed:	Date Signed:
Approve as to Form:	Approval as to Form:
Kristine Bell-Valdez Supervising County Counsel	Minh C. Tran County Counsel
Date Signed:	Date Signed:
Attest Signature:	
Lynn M. Stephens Executive Assistant IV	Essen Sainz Deputy County Counsel
Date Signed:	Date Signed:

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MOU TERMS AND CONDITIONS

I. DEFINITIONS

- A. The term “RUHS-PH” refers to the Riverside University Health System – Public Health, which has administrative responsibility for this MOU.
- B. The term “EPE” refers to the Epidemiology and Program Evaluation Branch of RUHS-PH
- C. The term “First 5” refers to the County of Riverside Children and Families Commission, which has administrative responsibility for this MOU.

II. OBJECTIVE

To establish a dedicated data team within the Epidemiology and Program Evaluation Branch (EPE) of RUHS-Public Health, consisting of a full-time Epidemiologist and a full-time Research Specialist II. This multi-disciplinary team will drive the development of robust evaluation frameworks and deploy innovative data pipelines to seamlessly integrate data across RUHS-Public Health and First 5. Ultimately, the team aims to transform raw information into real-time analytics and actionable insights to support evidence-based decision-making, monitor key health metrics, and advance the core objectives of First 5. The costs of these positions will be funded by First 5. The title of the administrative positions is referred to as Epidemiologist and Research Specialist II.

III. RUHS-PH RESPONSIBILITIES

RUHS-PH shall:

- A. Assign staff to closely collaborate with First 5’s Program teams to advance data-informed decision-making and strategic systems development as contained in this MOU.
- B. Invoice FIRST 5 for services and activities provided by as specified in Attachment I - Scope of Work and Attachment II - Budget
- C. Review and concur with progress reports for activities and services completed as specified in the Budget and Scope of Work.
- D. Collaborate with FIRST 5 on information requests from internal or external partners, such as the Department of Public Social Services and partner agencies.
- E. Retain responsibility for hiring, classification, supervision, performance management, payroll, benefits, and other employer responsibilities for personnel funded under this MOU.

IV. FIRST 5 RESPONSIBILITIES

FIRST 5 shall:

- A. Assign staff to closely collaborate with the RUHS-PH with regards to requests and access to data and strategic systems as contained in this MOU.
- B. Reimburse RUHS-PH for services and activities provided as specified in the attached Budget and Scope of Work.

- C. Advise RUHS-PH in writing of all new or updated State regulations, recommendations, and or directives related to deliverables in this MOU.
- D. Collaborate with RUHS-PH on information requests from internal or external partners, such as the Department of Public Social Services and partner agencies.
- E. Establish program priorities, requested work products, and deliverable expectations in collaboration with RUHS-PH.

V. MEETINGS

- A. Both Parties shall meet on a monthly basis in support of the (MOU).
- B. Program, fiscal and management staff from RUHS-PH and FIRST 5 will hold project status meetings as needed. All liaisons will meet at the mid-point and year-end to review fiscal reports.
- C. These meetings will serve as a communication arena with discussion that may include, but is not limited to, the following: progress on activities delineated in the work plan, progress reports, fiscal reports, status of services and activities contained in this MOU and other topics as needed.

VI. FISCAL PROVISIONS

A. MAXIMUM AMOUNT

- 1. Total reimbursement by First 5 to RUHS-PH under this MOU shall not exceed NINE HUNDRED FIFTY-SEVEN THOUSAND FIVE HUNDRED EIGHTY-ONE DOLLARS (\$957,581). This amount represents the total reimbursement for the RUHS-PH personnel costs identified in Attachment II – Budget.

B. INVOICING AND SUPPORTING DOCUMENTATION

- 1. RUHS-PH shall invoice FIRST 5 for the services listed in Attachment II - Budget on a quarterly basis.

C. METHOD, TIME, AND SCHEDULE/CONDITION OF PAYMENTS

- 1. FIRST 5 shall reimburse RUHS-PH for personnel services provided via journal entry within 30 days after receiving the invoice.

D. RECORDS, INSPECTIONS, AND AUDITS

- 1. RUHS-PH shall maintain books, records, documents, and other evidence pertaining to costs and expenses claimed under this MOU. RUHS-PH shall maintain and allow First 5 to request, review, and audit records upon request for three (3) years after payment has been made or until all pending county, state, and federal audits, if any, are completed, whichever is later.
- 2. Any authorized representative of the County of Riverside, State of California, and the federal government shall have access to any books, documents, papers, electronic data and other records, which these representatives may determine to be pertinent to this MOU, for performing an audit, evaluation, inspection, review, assessment, or examination. These representatives are authorized to obtain excerpts, transcripts, and copies, as they deem necessary. Further, these authorized representatives shall have the right at all times to

inspect or otherwise evaluate the work performed, or being performed, under this MOU and the premises in which it is being performed.

3. Access to records includes, but is not limited to, service delivery, referral, financial, and administrative documents for three (3) years after payment is made, or until all pending county, state, and federal audits are completed, whichever is last.
4. Any response to program findings of audits for dates prior to July 20, 2022 shall be reviewed and approved by RUHS-PH and FIRST 5 prior to submitting to CDPH. Any financial obligation from an audit will be borne by the department responsible for the cited audit finding.

E. SUPPLANTATION

RUHS-PH shall not claim reimbursement or apply sums received for this MOU with any other source of revenue.

VII. GENERAL PROVISIONS

A. EFFECTIVE PERIOD

This MOU is effective from July 1, 2026, through June 30, 2029.

B. SUB-CONTRACT FOR SERVICE

No agreement shall be made by First 5 or RUHS-PH with any party to furnish any of the services herein contained without the prior written approval of the other Party. First 5 and RUHS-PH will be responsible for monitoring subcontracting work and ensuring compliance with grant requirements and County policies.

C. MINIMUM QUALIFICATIONS AND TRAINING

FIRST 5 and RUHS-PH shall ensure that their employees performing services under the terms of this MOU meet the minimum qualifications and training required and be consistent with professionals in the same discipline in the State of California.

D. CONFLICT OF INTEREST

FIRST 5 and RUHS-PH covenant that they presently have no interest in, including but not limited to, other projects or independent agreements, and shall not acquire any such interest, direct or indirect, which is, or which FIRST 5 or RUHS-PH believes to be, incompatible in any manner or degree with the performance of services required to be performed under this MOU. FIRST 5 and RUHS-PH further covenant that in the performance of this MOU, no person having any such interest shall be employed or retained by FIRST 5 or RUHS-PH under this MOU. FIRST 5 and RUHS-PH shall disclose all interests that are or are believed to be incompatible with any interest of either party.

E. CONFIDENTIALITY

FIRST 5 and RUHS-PH shall maintain the confidentiality of all information and records and comply with all other statutory laws and regulations relating to privacy and confidentiality.

F. COMPLIANCE WITH RULES, REGULATIONS, REQUIREMENTS, AND DIRECTIVES

FIRST 5 and RUHS-PH shall comply with all rules, regulations, requirements, and directives of the California Department of Public Health, other applicable state agencies, and funding sources that impose duties and regulations upon RUHS-PH or FIRST 5.

G. NOTICES

All notices, statistical reports, correspondence, and/or statements authorized or required by this MOU shall be addressed as follows:

FIRST 5	County of Riverside - Children and Families Commission "First 5" 585 Technology Ct. Riverside, CA 92507
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RUHS-PH	Riverside University Health System – Public Health Procurement and Logistics - Contracts Unit 4065 County Circle Drive, Suite 403 Riverside, CA 92503
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All notices shall be deemed effective when they are in writing and deposited in the United States mail, postage prepaid and addressed as indicated above. Any notices, correspondence, reports, and/or statements authorized or required by this MOU addressed in any other fashion will not be acceptable, except invoices and other financial documents, which must be addressed to:

FIRST 5	County of Riverside - Children and Families Commission "First 5" 585 Technology Ct. Riverside, CA 92507
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H. DISPUTES

The parties shall attempt to resolve any disputes amicably at the working level. If that is not successful, the dispute shall be referred to the Executive Director of FIRST 5 and the Director of RUHS-PH for mutual resolution. RUHS-PH shall proceed diligently with the performance of this MOU pending the resolution of a dispute.

I. TERMINATION

This MOU may be terminated without cause by either party by giving thirty (30) days written notification to the other party. In the event RUHS-PH or FIRST 5 elects to abandon, indefinitely postpone, or terminate this MOU, FIRST 5 shall make payment for all services provided by RUHS-PH up to the date that written notice was given in a prorated amount.

J. MODIFICATION OF TERMS

No other addition to, or alteration of the terms of this MOU, whether by written or verbal understanding of the parties, their officers, agents or employees, shall be valid unless made in the form of a written amendment to this MOU which is formally approved and executed by both parties. Requests to modify fiscal provisions shall be submitted no later than 90 days prior to the end of the contract.

K. ENTIRE AGREEMENT

This MOU constitutes the entire agreement between the parties hereto with respect to the subject matter hereof, and all prior or contemporaneous agreements of any kind or nature relating to the same shall be deemed to be merged herein.

[SIGNATURES ON PAGE 1]

ATTACHMENT I – SCOPE OF WORK

Epidemiologist

- Establish and maintain epidemiological monitoring and analytic systems supporting First 5 Riverside County priorities, including maternal and child health, early childhood systems, home visiting, and developmental and preventive health initiatives.
- Lead the design and implementation of evaluation frameworks, ensuring robust data collection, analysis, and reporting methodologies.
- Act as the primary liaison between RUHS-Public Health and First 5, fostering cross-departmental collaboration and facilitating data sharing and integration. Any access to, exchange, linkage, or use of confidential, personally identifiable, protected health, or program participant information shall be conducted only as authorized by applicable law and any required data use, data sharing, privacy, security, or interdepartmental agreements. Nothing in this MOU independently authorizes access to or disclosure of information otherwise protected by law.
- Develop and optimize data pipelines and models to link evaluation data across departments and partnerships, enabling real-time insights and actionable intelligence.
- Lead routine surveillance and disparity monitoring by producing data briefs, recurring reports, and interactive dashboards to track key metrics and identify emerging trends.
- Provide strategic recommendations based on data findings, highlighting trends, gaps, and opportunities for program improvement and policy development.

Research Specialist II

- Design and implement evaluation tools and assessments for program sub-components, ensuring alignment with overall objectives and best practices.
- Lead the analysis of program sub-components, including trainings, assessments, screening data, educational resource impact, and participant feedback, to measure effectiveness and inform continuous improvement.
- Summarize and communicate evaluation findings through concise briefs, recurring reports, and presentations tailored to diverse stakeholders.
- Collaborate with the epidemiology team to ensure consistency in data methodologies and support integrated reporting across all program areas.

ATTACHMENT II – BUDGET

FISCAL YEAR 2026-2027		
Category	Description	Amount
Personnel Expenses	Epidemiologist	\$146,432.40
Personnel Expenses	Research Specialist II	\$138,988.32
SUBTOTAL:		\$285,420.72

FISCAL YEAR 2027-2028		
Category	Description	Amount
Personnel Expenses	Epidemiologist	\$175,854.23
Personnel Expenses	Research Specialist II	\$160,225.89
SUBTOTAL:		\$336,080.12

FISCAL YEAR 2028-2029		
Category	Description	Amount
Personnel Expenses	Epidemiologist	\$175,854.23
Personnel Expenses	Research Specialist II	\$160,225.89
SUBTOTAL:		\$336,080.12
TOTALS:		\$957,580.96