

## MEMORANDUM OF UNDERSTANDING

**Between**  
**Sonoma County Asthma Coalition**  
**and**  
**County of Sonoma Department of Environmental Health Services,**  
**Environmental Health Division**

This Memorandum of Understanding (MOU) between the **Sonoma County Asthma Coalition (SCAC)** and the **County of Sonoma Department of Health Services Environmental Health Division (EHD)** is intended to establish agreement on the operating relationship between the SCAC and the EHD throughout the implementation of the County of Sonoma (County) website project known as “Indoor Air Quality & Healthy Housing: Reducing Mold and Other Asthma Triggers and Associated Health Issues”.

SCAC and EHD agree to work together toward the mutual goal of expanding the County website’s informational resources on Indoor Air Quality in Housing related to environmental asthma triggers such as mold found in multi-family and single family housing; and to serve as a key resource to educate and inform local code enforcement officials, public health officials, landlords, tenants, and local healthcare providers in addressing health concerns related to indoor air quality such as mold and other asthma triggers.

### **Responsibilities:**

In accordance with this MOU, each agency agrees to participate in this project by performing the following services:

#### **Sonoma County Asthma Coalition:**

- Will provide up to \$ 6,000.00 to EHD toward the costs of the County website development and the production of any collateral information materials.
- Will assist with the development of website content by identifying information related to Indoor Air Quality and Housing including mold and other asthma triggers or health related topics in conjunction with EHD staff.
- Will meet as needed with EHD staff to facilitate website development and design.
- Will coordinate with EHD on the launch date for the new project website.
- Will coordinate with EHD on a press release or public announcement of the new project website.
- Will comply with all County of Sonoma Information Systems Department standards for website content.
- Agrees that EHD shall have the final determination of content and design that will be posted to the EHD website.
- Will provide to EHD updated content for the website as it becomes available and agrees that EHD shall be responsible for posting updated content to the website.

**County of Sonoma Department of Health Services Environmental Health Division:**

- Agrees to use the \$ 6,000.00 in grant funds exclusively toward the staff costs of website development and the production of any collateral information materials for this project.
- Will commit EHD staff time and resources to the website development and design for this project.
- Will coordinate with SCAC in the development of website content by identifying information related to Indoor Air Quality and Housing including mold and other asthma triggers or health related topics.
- Will meet as needed with SCAC staff to solicit any necessary input or feedback to facilitate website development and design.
- Will coordinate with the SCAC Housing Subcommittee or their representatives to review the final content to be posted to the website.
- Will coordinate with SCAC on the launch date for the new project website.
- Will coordinate with SCAC on a press release or public announcement of the new project website.
- Will provide an appropriate acknowledgement for the funding support provided for this project by SCAC and our funding partner California Breathing by adding the wording "Funding provided by California Breathing and Sonoma County Asthma Coalition" along with their respective logos on the final website.
- Agrees to provide a link on the EHD website to the SCAC website.

**Method of Payment for Website Design & Development Services:**

SCAC agrees to pay EHD up to \$ 6,000 for this project to be invoiced monthly by EHD to SCAC with an itemized breakdown of costs (staff time, printing of brochures, etc.) to be included with the invoice along with a brief update on the status of the website design and projected completion date.

**TERM OF AGREEMENT**

1. The term of this MOU shall be from July 1, 2009, through October 31, 2009.
2. In the event of such termination, either party shall receive compensation for any services performed through the effective date of termination, unless a shorter notice period is agreed upon.
3. This MOU may be canceled immediately by either party upon written notice.
4. Both parties understand and agree that either party may terminate this MOU immediately upon written notice to "Name of Other Party" in the event any state and/or federal agency and/or other funder(s) reduce, withhold or terminate funding which the parties anticipated using to pay for services provided under this MOU.

**DISPUTE RESOLUTION**

If any conflicts or disputes arise between the two parties, involved staff shall meet in a timely manner to resolve the conflict or dispute. It is acknowledged by both parties that the purpose of such meeting is to come to a resolution that is in the best interest of both parties.

**MERGER**

This writing is intended both as the final expression of the MOU between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the MOU. No modification of this MOU shall be effective unless and until such modification is evidenced by a writing signed by both parties.

**SONOMA COUNTY ASTHMA COALITION**

\_\_\_\_\_ Date \_\_\_\_\_  
Shan Magnuson, Associate Director

**COUNTY OF SONOMA:**

\_\_\_\_\_ Date \_\_\_\_\_  
Rita Scardaci, Director, Department of Health Services

**COUNTY OF SONOMA:**

\_\_\_\_\_ Date \_\_\_\_\_  
Walter L. Kruse, Division Director  
Environmental Health Division