



OFFICE OF THE DISTRICT ATTORNEY COUNTY OF LASSEN

Government Center Building

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MEMORANDUM

TO: The Honorable Lassen County Board of Supervisors
FROM: S. Melyssah Rios, District Attorney
DATE: December 16, 2025
SUBJECT: Continuation of Lassen County District Attorney's Child Advocacy Center

Recommendation: That the Lassen County Board of Supervisors authorize the Board Chairman to execute the Resolution of the Board of Supervisors Of Lassen County approving the undertaking of the Lassen County District Attorney's Mikailia Child Advocacy Center Program to be funded through the State of California administered by the California Office of Emergency Services and authorize the Lassen County District Attorney and the Lassen County Administrative Officer to execute any and all documents necessary in order to obtain grant funding for the Child Advocacy Center Program/Multi-Disciplinary Interview Team for 2026/2027.

Fiscal Impact: The cost of the District Attorney's Child Advocacy Center Program will be reimbursed to Lassen County through the grant administered by the California Office of Emergency Services, Criminal Justice, and Emergency Management & Public Safety Grant Programs Division. The Child Advocacy Center allocation to Lassen County for fiscal/grant year April 2026 through March 2027 is \$200,000. The Lassen County District Attorney's Office will manage the Multi-Disciplinary Interview Team Coordinator as one (1) FTE, 7.5% of the fiscal administration will be the responsibility of the District Attorney Executive Assistant and .5 FTE will be funded to support the Forensic Interviewer.

Attachments: The proposed Resolution and Child Advocacy Center grant is attached for the Board of Supervisors review and approval dated December 16, 2025.

S. Melyssah Rios, District Attorney

RESOLUTION NO: _____

RESOLUTION OF THE BOARD OF SUPERVISORS OF LASSEN COUNTY APPROVING THE UNDERTAKING OF THE LASSEN COUNTY DISTRICT ATTORNEY'S CHILD ADVOCACY CENTER PROGRAM TO BE FUNDED FROM FUNDS AVAILABLE THROUGH THE STATE OF CALIFORNIA ADMINISTERED BY THE CALIFORNIA OFFICE OF EMERGENCY SERVICES

WHEREAS, the Lassen County District Attorney's Office desires to undertake a certain project designated as the Lassen County District Attorney's Child Advocacy Center Program to be funded from funds made available through the State of California administered by the California Office of Emergency Services (hereinafter referred to as Cal OES);

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERISORS OF THE COUNTY OF LASSEN that the District Attorney, or designee, of the County of Lassen is authorized on its behalf to execute the Grant Award Agreement through Cal OES for the fiscal year of 2026/2027, April 1, 2026 through March 31, 2027, and is authorized to execute on behalf of the Lassen County Board of Supervisors said application and Grant Award Agreement for the fiscal year of 2026/2027 including any extensions or amendments thereof;

BE IT FURTHER RESOLVED that the applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES and that the cash match will be appropriated as required;

IT IS AGREED that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and Cal OES disclaim responsibility for any such liability;

BE IT FURTHER RESOLVED that the grant funds received hereunder shall not be used to supplant expenditures controlled by this body.

The foregoing Resolution was duly adopted at a regular meeting of the Board of Supervisors of the County of Lassen, State of California, held December 16, 2025, by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Chairman of the Board of Supervisors,
County of Lassen, State of California

ATTEST:
JULIE BUSTAMANTE, Clerk of the Board

By: _____
MICHELE YDERRAGA, Deputy Clerk of the Board

I, MICHELE YDERRAGA, Deputy Clerk of the Board of Supervisors, County of Lassen, State of California, and ex-officio clerk of the Board of Supervisors thereof, do hereby certify that the foregoing Resolution was adopted by the said Board of Supervisors at a regular meeting thereof held on the 16th day of December 2025.

MICHELE YDERRAGA
Deputy Clerk of the Board of Supervisors

Application Information Form

Program:*Child Advocacy Center - KC25***Grant Subaward Performance Period:***04/01/2026*

to

*03/31/2027***Subrecipient:***County of Lassen - District Attorney's Office***Subrecipient UEI:***DP56XRN2KGY4***Subrecipient Federal Employer ID:***94-6000517***Implementing Agency:***County of Lassen - District Attorney's Office***Payment Address****Primary Location of Project/Services****Address***1410 Chestnut Street***City:***Susanville***Address 2****County:***Lassen County***Zip Code:***96130-4754*

Programmatic Narrative Form

Navigation Instructions:

- All required fields are marked with an *.
- Use the **SAVE** button at least every 30 minutes to avoid losing data.
- When done, click the **SAVE** button.

Narrative Questions/Responses

Question 1 *

Describe the Child Advocacy Center (CAC) and the elements that contribute to a dedicated child-focused setting. The Mikailia Child Advocacy Center (MCAC) is a trauma informed facility where professionals from multiple disciplines within the county that respond to cases of child physical or sexual abuse, neglect, witnessing violence, or exploitation. The primary objective is to minimize additional trauma to the child by coordinating services and creating a safe and supportive environment where the child can share their experience and receive needed care and support. MCAC is a stand-alone building located in a quiet and inconspicuous area of town. The center has two separate parking areas and entrances – one for children and their families and the other for professionals. When the families enter the center, they will find a calming and child centered waiting area with comfortable couches, soothing lighting, a television which displays a seasonal nature scene with relaxing instrumental music, and the most important part - a variety of toys and activities for the children who will be interviewed or any of their siblings to play with. When it is time for the interview, the children are guided through a hallway painted with hills and trees where upon completion of the interview, they will get to pick out a butterfly and place it wherever they would like. The interview room is simple yet comfortable and the colors and textures that have been selected were all geared towards calming and welcoming. There is always at least one small and non-distracting fidget toy out and available, with more in an area that the interview has access too depending on the needs and attention level of the child. The child will meet as few professionals as possible during their time at the MCAC and there is a separate area for advocates as well as one for the MDIT to ensure their experience is not unnecessarily anxiety provoking.

Question 2 *

Describe the direct services offered at the CAC and indicate which services are funded by this Grant Subaward. MCAC offers Child Forensic Interviews by individuals who have been specially trained and are committed to continuing their education in the subject matter. Advocacy services are also offered by providing emotional support, a consistent point of contact, and by helping families navigate the process of healing and achieving justice. MCAC will assist applications for victim compensation as requested. The center provides crisis support to families as needed as well as case coordination to the MDIT. Other services such as mental health services, housing and financial assistance, educational needs, etc. are carefully considered by the advocate and discussed with the family so that the proper referrals are made.

Question 3 *

Indicate the agencies the CAC refers child abuse victims/survivors and their families to for additional wrap-around services.

MCAC refers child abuse victims/survivors and their families to the following agencies:

Lassen County Behavioral Health

Lassen Intervention via Northeastern Rural Health Clinics

Lassen County Family Solutions – Wraparound

Lassen County Victim Witness Program

Lassen Family Services

Lassen Links

Lassen Applied Behavioral Assistance

Question 4 *

Describe the composition of the CAC's multidisciplinary team. Identify members and provide their credentials to support the delivery of trauma-focused, evidence-supported services to child abuse victims/survivors and their families.

Melyssah Rios, DA – On going trainings and discussions facilitated by the MCAC.

Jacob Rule, Forensic Interviewer – CFIT, Interviewing Children w Problematic Sexual Behaviors

Terra Avilla, Forensic Interviewer - Completed CFIT and has conducted and/or participated in over 300 child forensic interviews and stays up to date on the latest findings of best practices.

Sareena Estes, MDIT Coordinator- Building Healing Centered, Trauma Informed, Culturally Responsive Early Childhood Systems. "Invisible" Injuries of Trauma. Understanding ACEs & Trauma. Trauma-Informed Advocacy: Learn Strategies and Techniques That Help Heal the Effects of Trauma. Crisis Intervention Peer Counseling. An Introduction to Child Trauma. Youth Mental Health First Aid. Child Forensic Interview Training.

Meghan Lee, LCSO Detective – CFIT, Institute of Criminal Investigations Core Course & Sexual Assault.

Chance Loffin, Detective Sgt. - Institute of Criminal Investigations Core Course & Sexual Assault & ongoing training opportunities and discussions provided by the MCAC.

Erika Tassone, SPD Investigating Officer - MS Forensic Psychology. Over 200 hours of training including CFIT & NCAC Forensic Interview Structure. Eight-month mentorship group through NCAC. Robert Presley Institute of Criminal Investigation 40-hour Child Abuse Investigation Course, & 24-hour Advanced Course for Child Physical Abuse Investigations and 24-hour Advanced Course for Child Sexual Abuse.

KC Capron, SPD Investigating Officer - Peace Officer Standards and Training courses as well as ongoing training opportunities and discussions provided by the MCAC.

Latoya Salas, Victim Witness Advocate - Over 20 years experience with trainings focused on trauma informed care, advocating for child victims of physical and/or sexual abuse and their non-offending family members, and victim's rights provided by CalOES, CDAA, NOVA, and CCVAA.

Desiree Miller, Lassen Family Services Sexual Assault Response Team Coordinator- Crisis Intervention Peer Counselor (CIPC) certified, trained in trauma-informed care, and participate in ongoing trainings to maintain CIPC certification.

Leslie Goni, LCBH- is a LCSW and has been certified to provide Trauma Focused Cognitive Behavioral Therapy.

Question 5 *

Indicate how the CAC ensures forensic interviews are conducted in a forensically sound manner. Explain how the CAC adheres to the requirements listed in California Penal Code §11166.4. regarding child forensic interview recordings. MCAC utilizes the Tom Lyons 10-Step Investigative Interview protocol which all of the forensic interviewers have been specifically trained in. The center adheres to the requirements specific to recordings according to California Penal Code §11166.4 by ensuring that the recordings are only used for purposes of the legal case. The recordings are not duplicated or photographed – except for the instance when a written transcript is requested which does not reveal the child's identity. The recordings are not distributed to third parties except individuals bound by the protective order. Recordings, files, reports, communications, and all other documentation are confidential and are not considered public record. Any exceptions to these guidelines may only be made by court order and the court must order that the recordings be sealed and preserved at the conclusion of any criminal proceedings.

Question 6 *

Describe the written protocols for case review and case tracking procedures. Identify the case tracking system utilized to gather information on essential demographics and case information.

As MCAC is multidisciplinary by definition, case review is the formal process for exchange of information among professionals. Case review monitors case progress, encourages accountability and helps assure that children's needs are met sensitively, effectively and in a timely manner. In addition, knowledge and expertise of team members is shared so that informed decisions can be made, collaborative efforts are nurtured, formal and informal communication is promoted, and mutual support is provided. Case reviews are to be held as needed and no less than once per quarter. In order to remain considerate of the team's time, case reviews will be held during the quarterly team meetings. The MDIT Coordinator will contact team members in advance so that everyone is prepared to share their updates.

MCAC currently utilizes Microsoft Excel to track gathered information regarding demographics and case information.

Question 7 *

Describe the required cultural competency and diversity training implemented to meet the needs of the community served by the CAC.

Lassen County has a strong Native presence and is the home of the Susanville Rancheria who encompasses four different tribes. Training relating to this population includes "Three Areas of Consideration for Engaging with Native Nations around MDTs and CACs", "Partnering with Native Nations", and ongoing education regarding ICWA. Approximately 18% of the households in the community are considered low income, which inspire additional trainings regarding the connection between poverty and abuse as well as staff attending an in-service training provided by the local resource agency Lassen Links.

Question 8 *

Describe how volunteers are used to accomplish the goals of the Program. If volunteers are not used, provide a justification for why a volunteer waiver is needed.

The Mikailia Child Advocacy Center (MCAC) is located in a large rural county and we have found it challenging to recruit volunteers and interns for this grim and sometimes distressful work. With the nearest University being 85 miles away in Nevada, commuting to the MCAC during the winter is often impossible, for the roads can be trecherous. There are still many staff shortages throughout the county, in all of our partnering agencies. On top of all of that, our current facility is is really low on space and we have no space to utilize for a volunteer at this time.

Required Document #1

Current California Child Advocacy Center Certificate of Membership
Document #1 Template

*Lassen_CACC_2025.pdf**

Funding Source Allocation

Instructions:

- Please be sure to review page for accuracy.

Funding Source Allocation

Funding Source Name	Fiscal Year	Type	Amount Available	Total Match Amount Required	Available Funding Total	Funding Requested	Cash Match Amount	In Kind Match Amount	Total Project Costs
2025 VCGF	2025	State	\$87,400	\$0	\$87,400	\$87,400	\$0	\$0	\$87,400
2025 VOCA	2025	Federal	\$112,600	\$0	\$112,600	\$112,600	\$0	\$0	\$112,600
			\$200,000	\$0	\$200,000	\$200,000	\$0	\$0	\$200,000

Budget Summary

Grant Subaward #: KC25029801

Subrecipient: County of Lassen - District Attorney's Office

Date Downloaded: 12/10/2025 11:50:55 AM

PERSONNEL COSTS

Line Item Identifier	Description	Calculation	2025 VCGF		2025 VOCA		Total
			FS	Match	FS	Match	
Salary and Benefits for MDIT Coordinator	The MDIT Coordinator will be responsible for the day to day operation of the MDIT program grant project and is supervised by the DA. This position will provide for coordination of services within the Lassen County MDIT. They will provide victim advocacy and support. Duties include project reporting, grant compliance, overseeing delivery of services, community outreach projects, scheduling forensic interviews, facilitating quarterly meetings, organizing training for the MDIT community partners.		\$39,483		\$46,432		\$85,915
Salary and Benefits CAC FI	The CAC Forensic Interviewer supports the MCAC by conducting forensic interviews in suspected child abuse, child sexual abuse and other crimes against children as determined by the Lassen County DA. The Forensic Interviewer testifies in court as an expert witness and acts as a member of the MDIT.				\$48,335		\$48,335
Workers Comensation Insurance	Self Insured County - Trindel, JPA Annual premium allocated to all departments 70% based on % of claims filed, 30% based on the department total payroll, FY 25/26 \$1073 / 4 = \$268.25. Estimate FY 26/27 w/10% increase = \$1180 / 4 = \$295.07 x 3 = \$885.25. Total = \$1154		\$1,154				\$1,154
PERS Unfunded Retirement Liability	FY 25/26 = \$9024 / 4 = \$2256. Estimate FY 26/27 w/10% increase = \$9926.40 / 4 = \$2481.60 x 3 = \$7444.80. Total = \$9701		\$9,701				\$9,701

RENT COSTS - ADDITIONAL RENTAL SPACE

Line Item Identifier	Description	Calculation	2025 VCGF		2025 VOCA		Total
			FS	Match	FS	Match	
ADDITIONAL RENTAL SPACE	Rental space for Forensic Interview room, observation and meeting room, storage and supply room, caregiver waiting room. Cost per square foot = \$0.30 12 months 1700 square feed = \$6120. Charging less, \$6000 per year		\$6,000				\$6,000

TRAVEL COSTS

Line Item Identifier	Description	Calculation	2025 VCGF		2025 VOCA		Total
			FS	Match	FS	Match	
CFIT Training for three Lassen Deputies/Officers	The CAC offers to pay per diem, lodging and registration or other expenses related to the training for three deputies or officers to attend CFIT or CFIT Refresher Training per year. Per diem @ \$63 per day x 5 days = \$315 x 3 = \$945; Hotel @ \$110 + taxes and fees of \$20 = \$130 x 5 days = \$650 x 3 = \$1950; Registration, mileage and other training related expenses not to exceed \$310 x 3 = \$930. Trainings, dates and locations are all TBD. Total not to exceed \$ 3825				\$3,825		\$3,825
Continuing Education for CAC Staff	All trainings, dates and locations are TBD at this time. Trainings include, but are not limited to, Cultural Competency, CFIT Trainings and Annual CACC meeting. Average 5 trainings per year, some are free admission and some offer scholarships to help with travel / lodging costs. Average cost per training = \$1100 x 5 trainings per year = \$5500		\$3,000		\$2,500		\$5,500
Trainings and Meetings	Use of CAC vehicle to attend out of the area trainings as well as local meetings. All trainings, with the exception of online trainings, are out of the area. Would also include reimbursement of a personal vehicle if necessary. All trainings, dates and locations are TBD at this time. Total not to exceed \$670				\$670		\$670

INDIRECT COSTS

Line Item Identifier	Description	Calculation	2025 VCGF		2025 VOCA		Total
			FS	Match	FS	Match	
Indirect Costs	Indirect overhead costs distributed through cost transfer. Includes items such as: County Administration, County Auditor, maintaining facilities and grounds to include janitorial services and utilities - excluding security system. Also includes salary and benefits for DA Exec Assist 0.75 FTE, \$7033 salary and \$1954 benefits = \$8987	\$200,000 - \$6000 (rent) - charged indirect costs (5194 A-87 + \$8987 Admin Salary and Benefits = \$14181) = \$179819 x 1.5% = \$26973 max allowed. County is charging less = \$14181	\$10,000		\$4,181		\$14,181

OTHER OPERATING COSTS

Line Item Identifier	Description	Calculation	2025 VCGF		2025 VOCA		Total
			FS	Match	FS	Match	
Communications	The MDIT Coordinator and the Forensic Interviewer utilize cell phones for communication regarding Forensic Interviews and MDIT meetings. The FI will require a new phone this grant year as the current phone is outdated.	Yearly Straight Talk plan = \$375 x 2 = \$750. Estimate for new phone \$200. Total = \$950	\$850		\$100		\$950
IT Direct Billing	Internet services, email access, Office 365, anti-virus, system storage, system back-up and the cost to have all IT services maintained through the county IT Department.	Estimate of \$875 per month x 12 months = \$10500	\$10,500				\$10,500
Memberships	Annual membership dues for Children's Advocacy Center of California, VALOR and National Children's Alliance for the MDIT Coordinator.	CACC = \$300 annually, VALOR = \$50 annually, NCAA = \$400 annually. Total not to exceed \$750.	\$750				\$750
Office Supplies for MDIT program	Toner for color printer, business cards, journals, paper, pens, misc. office supplies.	Approx. \$297 per quarter x 4 = \$1190	\$1,000		\$190		\$1,190
Outreach	Attend community events to provide outreach awareness. Focus on outlying areas of the county.	Approx. 5 outreach events per year, average cost for materials = \$170 per event. \$170 x 5 = \$850. Approx. 4 visits to outlying areas for targeted outreach per year. Average cost for materials = \$80 each visit x 4 = \$320. Total not to exceed \$1170			\$1,170		\$1,170
Liability Insurance	Amount charged by Lassen County to the MCAC for cost of liability insurance.	FY 25/26 = \$704 / 4 = \$176. Estimate FY 26/27 w/10% increase = \$774.40 / = \$193.60 x 3 = \$580.80	\$581				\$581
Utilities for rental space	Utilities paid for at the additional rental space for the MCAC include electricity, water, propane and security system.	LMUD for electricity \$150/mo x 12 months = \$1800; City of Susanville for water \$40/mo x 12 month = \$480; AmeriGas for propane (heat) \$100/mo x 12 months = \$1200; security system \$40/mo x 12 months = \$480. Total not to exceed \$3960	\$3,500		\$460		\$3,960
VALT License Renewal	VALT is the software utilized by the MCAC to record and review Child Forensic Interviews. A yearly license renewal is required.	Estimate for July 2026 = \$881	\$881				\$881
Vehicle Maintenance Costs	Expenses to include oil changes, car washes and any routine maintenance such as battery, tires or windshield wiper replacements, etc.	Two oil changes @ \$75 each = \$150; six car washes @ \$15 each = \$90; misc. maintenance items approx. \$510. Total not to exceed \$750			\$750		\$750
Facility Upkeep and Clean Up	Costs in this category will include the cost of having the exterior of the building painted, landscaping and a privacy fence, along with any additional maintenance the MCAC is responsible for.	Estimate only, all expenses not to exceed \$3987			\$3,987		\$3,987

	2025 VCGF		2025 VOCA		Total
	FS	Match	FS	Match	
Budget Total	\$87,400	\$0	\$112,600	\$0	\$200,000
Allocation Plan Total	\$87,400	\$0	\$112,600	\$0	\$200,000
Over/Under	\$0	\$0	\$0	\$0	\$0