



Agenda Date: 2/28/2006  
Agenda Placement: 6A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Natasha Merkuloff Nichols - Director  
Child Support Services  
**REPORT BY:** Karina Castaneda, Child Support Program Manager, 259-8289  
**SUBJECT:** Amendment to Agreement No. 6252 with Cushman Computer Consulting Inc.

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### **RECOMMENDATION**

Director of Child Support Services requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6252 with Cushman Computer Consulting, Inc. decreasing the related cost from \$4,800 a year to \$3,000 per year and changing the automated payment scanning system used by Napa County Child Support Services effective February 28, 2006.

### **EXECUTIVE SUMMARY**

Since March 16, 2004 the County of Napa has contracted with Cushman Computer Consulting Inc. (C3) to provide automation services relating to encoding and scanning checks received as child support payments. Due to the County's upcoming transition to a statewide payment disbursement center, it is necessary that the County change the current check processing system to a cash handling, electronic fund transfer system to streamline the process required by the State's new payment disbursement unit. Napa County Treasurer has approved the process and will work with C3 to transfer funds by Automatic Clearing House (ACH).

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Child Support Services
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	C3 provides specialized automation services with significant experience in requirements and processing of child support payments. Effective March 1, 2006 the State will begin to disburse all monies collected by Napa Child

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	Support. The change from check processing to cash processing automation is needed in order to streamline the Napa payment processing with that of the State's new processing requirements.
Is the general fund affected?	No
Future fiscal impact:	CSS currently expends \$4800 annually on C3 services. This amendment will decrease the cost of the contract by \$1800 to a total of \$3000 annually.
Consequences if not approved:	CSS staff will manually have to scan and process payments in a manner that is dependent on the Auditor Controller's ability to produce a check to then be sent in to SDU. This would result in using scarce personnel resources for a function which is easily automated. The most critical problem would be that the manual processing will cause a delay in payment receipt by the families we serve. The C3 system enables automated transmittal forms for cash payments and allows the County, at its discretion, to then transfer the funds electronically. Failure to adopt the amendment would mean the County may incur additional costs to be in compliance with the State's requirements to ensure payments arrive in Sacramento timely.
Additional Information:	None

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

The purpose of the Napa County Child Support program is to establish and enforce child support court orders. This primarily addresses the collection and disbursement of child support payments from the Noncustodial parent to the Custodial party. Currently, the local child support agency collects and distributes the money directly to the families. Effective March 1, 2006, Napa County will take the first step towards the State's requirement to integrate local offices to one automated system as required by the Federal government. In addition, this change means that effective March 1, Napa will no longer directly send out the payments, but rather must forward all monies to the State for disbursement. This agreement is being amended to facilitate Napa's payment processing, specifically cash payments. The changes to the terms of the contract will allow Napa CSS to process the monies timely and according to the state's needs without compromising the level of service to its customers.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi