



Agenda Date: 6/26/2007
Agenda Placement: 6G

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Karina Castaneda for Natasha Merkuloff Nichols - Director
Child Support Services
REPORT BY: Karina Castaneda, STAFF SERVICES MANAGER , 259-8289
SUBJECT: Renewal of County Agreements 6528 and 6678 and Approval of Agreement with State of California for Loan of County Employees

RECOMMENDATION

Director of Child Support Services requests approval of and authorization for the Chair to sign the following agreements with the California Department of Child Support Services for the term of July 1, 2007 through August 31, 2008 to provide reimbursement for services performed by County employees:

1. Renewal of Agreement No. 6528 (State No. 20-0137-08) for a maximum of \$110,227.88; and
2. Renewal of Agreement No. 6678 (State No. 20-0138-08) for a maximum of \$112,570.95.

EXECUTIVE SUMMARY

This action requests Board approval for the Child Support Services Department to renew two contracts with the State of California for the loan of two full time Child Support Specialists (CSSs). The CSSs will serve as subject matter experts as the State implements the California Child Support Automated System (CCSAS) statewide. The system rollout is scheduled to be completed in 2009. Staff will also assist in policy development. The Department has already received authorization to add two limited term CSS I positions to backfill the loaned positions so that the Department can meet the compliance requirements of the State Child Support Program while the County employees are on loan. All costs associated with the loaned employees are reimbursed by the State.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Child Support Services is a Non-General Fund Department, so there is no impact to the General Fund. While the employees are on loan to the State, the

department will backfill the positions with limited term (LT) positions. The funding provided by the State to the Department will cover the cost of both LT positions. There is no negative funding impact expected by the Department as a result of this State contract

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: There are many advantages to the employee loan program. When the employee is assigned to State duties, the State obtains the services of a subject matter expert in the field of child support, specifically a person who has worked directly with customers and a caseload, and understands on a practical level how the functionality of the automated system will affect the local agencies. The employee is also able to assist in developing policy that is effective and workable from the local perspective. For the County, that employee returns with detailed knowledge of the Statewide automated system, and will serve as a resource and trainer to assist the Department with operational issues in the new automated system. The policies which originate with local agency employees are generally simple to translate into procedures at a local level. The State reimburses the County for all costs and the Department is able backfill behind the loaned employee. This offsets somewhat the decrease in productivity in the Department as a result of the loan of an experienced caseworker. The Department feels it is worthwhile to loan these employees.

Is the general fund affected? No

Future fiscal impact: At this point, the contracts are set to expire on August 31, 2008. This is expected to be the last renewal of these agreements.

Consequences if not approved: The State will lose the services of a very experienced child support case workers and that will hinder the development of CCSAS as a user friendly tool. In the long run, the department will not have any in-house experts in CCSAS.

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 State of California is in the process of developing and implementing the California Child Support Automated System (CCSAS), which will connect all counties in the State on one child support system as required by Federal law. Implementation of this system is a priority for many reasons, not the least of which is the elimination of the Federal penalties imposed on the State for not having a single Statewide system in place by 1998. In order to obtain the technical and subject matter expertise required for implementation and transition, the State approached counties about "borrowing" staff members to assist. This renewal will be the final Agreement with the State.

There are many benefits to the employee loan program. For the State, they get an experienced child support services worker who knows the program at the local level. The employee not only can test and validate data, but

can provide direct input regarding how program functionality would affect the local agencies and their staff. The goal is to make this system user friendly and toward that end, local employees must be available to provide constant input and feedback. Also, these employees are very familiar with current State policies, and because of their hands on knowledge, are valuable in assisting to develop new, practical policies. For the Department, the benefit is three fold. First, during the development stages, the Department had direct input to the State testing. Second, during implementation, the Department had a contact at the State to provide staff with insight, guidance and information. Finally, post implementation when the Department is trying to work the bugs out, there will be an employee who has first hand knowledge of the system and will be able to assist and train staff. As for the policy side, the counties benefit from having staff who understand the program from the ground up assist in developing Statewide policies. Both staff members on loan, continue to retain their incumbency in the permanent positions of Child Support Specialist, as well as all other benefits of County employment. During this Agreement, the employees will receive all credits that would accrue absent this agreement for the purposes of determining seniority, promotional status, retirement date and other employment benefits. The State will reimburse the County for employees' salary and benefit costs. The State will also reimburse the County for the employees' travel costs relating to travel to Rancho Cordova at the current IRS mileage rate and County per diem.

The request to the Board is to approve the renewal of both agreements for a final term ending August 31, 2008. The Board has already authorized the addition of the Limited Term positions to replace the loaned employees for the duration of each contract as part of the budget process. These positions will back fill the workload of the loaned employees, as well as assist the Department with conversion preparation work needed for successful implementation until the permanent employees return to the Department.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan