

SANTA BARBARA COUNTY BOARD AGENDA LETTER



Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Agenda Number:
Prepared on: 7/28/03
Department Name: Child Support Services
Department No.: 045
Agenda Date: 8/12/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Karin Roser, Director
Department of Child Support Services

STAFF CONTACT: Marc Levine
ext. 2329

SUBJECT: Interjurisdictional Employee Exchange between the California Department of Child Support Services and the Santa Barbara County Department of Child Support Services for the position of Assistant Public Information Officer.

Recommendation(s):

That the Board of Supervisors:

- A. Authorize the Department of Child Support Services to renew an agreement with the California Department of Child Support Services to provide the services and expertise of one employee, Lynn Cavanaugh, to serve the California Department of Child Support Services in the capacity of Assistant Public Information Officer for the period of September 3, 2003 through September 2, 2005 at no County cost.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Strategic Goal VII: A Community that Fosters the Safety and Well-Being of Families and Children.

Executive Summary and Discussion:

The California State Department of Child Support Services (CDCSS) has identified Customer Service and Public Information as a primary focus for the Department. One of the Department goals is to provide expanded outreach efforts to all California clients in a uniform manner. In order to effectively meet this goal, the CDCSS formed a Customer and Community Services Branch and in September 2001, requested that Santa Barbara County Department of Child Support Services enter into a contractual agreement for the

services of our Public Information Specialist, Lynn Cavanaugh. Her capacity at CDCSS is Assistant Public Information Officer.

Extending this agreement is of significant benefit to the CDCSS and ultimately all California County Child Support Departments. It provides an opportunity to effectively interject the much needed field experience and local expertise of the counties into the decision making process regarding the overall direction of public information and customer service at the State level. The agreement also provides a growth opportunity and learning experience for a very valuable county employee.

CDCSS has agreed to fund an additional permanent Public Information Specialist position in Santa Barbara County. Should Ms. Cavanaugh return to Santa Barbara County prior to or after the contract period, the CDCSS will continue to fund both Public Information Specialist positions. This arrangement will continue until resolved by normal personnel actions such as transfer, attrition, promotion, etc., at which time the funding of the additional position will be terminated.

Mandates and Service Levels:

This agreement will assist the California State Department of Child Support Services in meeting mandates related to Customer Service Initiatives and Public Information. There should be no long-term impact on local service levels.

Fiscal and Facilities Impacts:

Approval of recommendations will not have any effect on the County General Fund since the State Department of Child Support Services has allocated full funding for this agreement. Revenue and expenditures are contained in the approved FY 2003/2004 budget. As it has been for the past two years, Ms. Cavanaugh will remain a County employee and as such the County will pay her salary and benefits in the amount equal to that which she would have earned had she remained in her current capacity as the Public Information Specialist for the Department of Child Support Services. The State Department will reimburse the County for all costs associated with this position via a quarterly expense claim. There will be no facilities impact associated with this agreement.

Special Instructions:

Please send one (1) copy of the Minute Order to the Department of Child Support Services, Attention: Marc Levine

Concurrence:

County Administrative Office
County Counsel
Risk Management
Auditor-Controller
Human Resources