



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

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

**Department Name:** Child Support Services  
**Department No.:** 045  
**For Agenda Of:** March 14, 2017  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Joni Maiden, Interim Director, Child Support Services  
Director(s) (805)568-2343  
Contact Info: Mette Richardson, Business Manager, Child Support Services  
(805)568-2329

**SUBJECT:** Contractor on Payroll

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence: Risk Management**

As to form: Yes

**Recommended Actions:**

- a. Approve and authorize the Chair to execute the Agreement for Services of Contractor on Payroll with John Snyder as an Information Technology Specialist for a total contract amount not to exceed \$12,000 for the period of March 21, 2017 to June 16, 2017.
- b. Determine that the execution of the Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15061(b)(3) finding that execution of the Agreement is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment and, where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

**Summary Text:**

The Child Support Services Department is requesting approval of the above listed contract for a one-time, short term project professional to assist with analyzing and making recommendations regarding the security of a Case Management Tool (CMT) software program used by the Department to access, analyze and report data critical to departmental operations. This contract complies with the Santa Barbara County Contractor on Payroll Policy approved by the Board of Supervisors on October 3, 2006 and has received the concurrence of the CEO/Human Resources Office. Approval of the above listed

contract will help to ensure the continued availability, security and confidentiality of data used by the Child Support Services Department.

**Background:**

The Department of Child Support Services currently utilizes a Case Management Tool (CMT) which provides department managers, supervisors and child support officers data to conduct and assess the effectiveness of child support collection processes. The Department is routinely audited by the State for compliance with security and confidentiality requirements surrounding, among other things, the data accessed by the CMT.

Accordingly, the Department wishes to contract with John Snyder to perform an assessment of the CMT from a security and reporting standpoint and to develop a recommendation and plan for the use of the CMT on a prospective basis within the department. Secondly and as time allows, Mr. Snyder will also assist with:

- improving reporting functionality both within and outside of the CMT and
- providing support in developing responses to the Safeguard Security Report (SSR), which is used to report to the Internal Revenue Service on the processes, procedures and security controls in place to protect Federal Tax Information (FTI).

John Snyder, a county retiree, has displayed the requisite skillset needed to perform these highly specialized services in his previous employment with the County and is uniquely qualified to quickly assess and provide recommendations to the Department regarding the use of the above described information technology tool.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

It is anticipated that John Snyder will be employed for approximately 80 hours at a rate of \$150 per hour. This contract will be funded by a combination of state and federal revenue made available as a result of salary savings in the department. The funding sources have been reflected in the FY16-17 Adopted Budget.

<b><u>Funding Sources</u></b>	<b><u>Current FY Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund			
State	\$ 4,000.00	\$ -	\$ 4,000.00
Federal	\$ 8,000.00	\$ -	\$ 8,000.00
Fees			
Other:			
Total	\$ 12,000.00	\$ -	\$ 12,000.00

**Key Contract Risks:**

As the Department has minimized any risks of entering into a Contractor on Payroll contract by selecting an individual with years of experience with the County, a specialized skillset and a proven track record, this contract is considered to be of low risk.

**Special Instructions:**

Please send one (1) minute order and one (1) fully executed contract to [mrichard@co.santa-barbara.ca.us](mailto:mrichard@co.santa-barbara.ca.us).

**Attachments:**

Agreement for Services of Contractor on Payroll

**Authored by:**

Mette Richardson

**cc:**