

**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: 8/12/05
Department Name: Child Support Services
Department No.: 045
Agenda Date: 9/13/05
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Sandy Simons, Director
Department of Child Support Services

STAFF CONTACT: Shirley Moore, Business Manager
805-568-2329

SUBJECT: Interjurisdictional Employee Exchange between California Department of Child Support Services and Santa Barbara County Department of Child Support Services for Assistant Director, Office of Organizational Development & Quality Management

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 Director, Office of Organizational Development and Quality Management for the period of September 3, 2005 through September 2, 2009 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 as a primary focus for the Department. In the past year there have been many changes to the Department including the Director and a majority of the Deputy Directors. One of the goals of the new Director is to provide a resource for managers and supervisors for developing different methods for promoting the Department's strategic plan and the services that may be available. As an expert in the field of organizational development, this person will be responsible for the development, organization, and coordination of programs for the California Department of Child Support Services, consulting with and assisting managers both within the State Department and from the local child support agencies. In order to effectively meet this goal, the CDCSS has requested Santa Barbara County Department of Child Support Services renew the contractual agreement for the services of our Public Information Specialist, Lynn

Cavanaugh. This contract extension expands her responsibilities to include organizational development and quality initiatives for building the infrastructure and integrated business processes to support the Department in achieving the Child Support Program Mission, and as such, her position title at CDCSS will be Assistant Director, Office of Organizational Development and Quality Management. These expanded responsibilities are within the scope of the Public Information Specialist position in Santa Barbara County.

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 the State level program. The agreement also provides a growth opportunity and learning experience for a very valuable county employee.

Should Ms. Cavanaugh return to Santa Barbara County prior to or after the contract period, the CDCSS will continue to fund the Public Information Specialist position. This arrangement will continue until resolved by normal personnel actions such as transfer, attrition, promotion, etc., at which time the funding of this 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 budgeted in the approved FY 2005/2006 budget. As it has been for the past four 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: Shirley Moore.

Concurrence:

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

AGREEMENT NUMBER C-05-3-0093
REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

DEPARTMENT OF CHILD SUPPORT SERVICES

CONTRACTOR'S NAME

SANTA BARBARA COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES

2. The term of this Agreement is: **September 3, 2005** through **September 2, 2009**

3. The maximum amount of this Agreement is: **\$437,616.00**
Four Hundred Thirty-Seven Thousand Six Hundred Sixteen Dollars and No Cents

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	2 pages
Exhibit A.1 – Duty Statement	3 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages
Exhibit B.1 – Budget Detail	1 page
Exhibit C* – General Terms and Conditions	GTC - 304
Check mark one item below as Exhibit D:	
<input checked="" type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	1 page
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Employee Concurrence	1 page

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.



CONTRACTOR		California Department of General Services Use Only
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) SANTA BARBARA COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING SANDY SIMONS, DIRECTOR		
ADDRESS 4 East Carillo Street Santa Barbara, CA 93101		
STATE OF CALIFORNIA		
AGENCY NAME DEPARTMENT OF CHILD SUPPORT SERVICES		<input type="checkbox"/> Exempt per:
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING OLIVIA CORTEZ, DEPUTY DIRECTOR, ADMINISTRATIVE SVS DIVISION		
ADDRESS P. O. Box 419064, Rancho Cordova, CA 95741-9064		

EXHIBIT A
SCOPE OF WORK

A. PURPOSE

This interjurisdictional employee exchange agreement is entered into between the California Department of Child Support Services and the Santa Barbara County Department of Child Support Services with the concurrence of the assigned employee, **Lynn Cavanaugh**. The purpose of this interjurisdictional employee exchange is to obtain expertise for organizational development and quality initiatives for building the infrastructure and integrated business processes to support the Department in achieving the Child Support Program Mission. This agreement has been entered into pursuant to the provisions governing temporary assignments and loans of civil service employees set forth in Government Code Section 19050.8 and following regulations in Section 427 of Title 2, California Code of Regulations.

B. DEFINITION OF TERMS

1. "Agreement" refers to this Agreement, No. C-05-3-0093.
2. "County" means Santa Barbara County, Department of Child Support Services.
3. "DCSS" means the California Department of Child Support Services.
4. "Employee" means the assigned employee, Lynn Cavanaugh.
5. "LCSA" means the Local Child Support Agency.
6. "State" means the Executive Branch of the State of California.

C. RESPONSIBILITIES OF THE PARTIES

1. The County agrees to loan and assign to DCSS the Employee, Lynn Cavanaugh, to serve DCSS in the capacity of Assistant Director Office of Organizational Development and Quality Management. Employee agrees to provide such services to DCSS. DCSS agrees to accept the services of Ms. Cavanaugh. The term of this Agreement shall be from September 3, 2005 through September 2, 2009.
2. The duties and responsibilities of the position of Assistant Director Office of Organizational Development and Quality Management are set forth in the Duty Statement, a copy of which is attached hereto and incorporated herein as Exhibit A.1.
3. During the term of this Agreement, the County shall continue to employ Employee in the position of Public Information Specialist. Upon termination of this Agreement, Employee shall return to her regular permanent position as Public Information Specialist. At the time this Agreement is made, this position is within the Santa Barbara County Department of Child Support Services.
4. During the term of this Agreement, the County shall credit to Employee all time credits that would accrue to Employee absent this Agreement for the purposes of determining seniority, promotional status, retirement date, and other employment benefits. No such corresponding State benefits shall accrue to Employee during the term of this Agreement.
5. During the term of this Agreement, all other benefits of employment shall continue to accrue to Employee, including the employer's share of the cost of health insurance,

life insurance, retirement benefits, sick leave and vacation accrual, and holiday time off.

6. During the term of this Agreement, Employee shall maintain all rights to compete in County open and promotional civil service examinations, as well as in all State open examinations.
7. During the term of this Agreement, Employee shall be headquartered at the DCSS headquarters building located in Rancho Cordova, California. Employee shall serve under the general direction of the DCSS Chief Deputy Director and general direction from the DCSS Directorate.
8. Although Employee shall remain employed by the County, and shall not be considered an employee of the State of California, it is understood that in order to perform the duties set forth in the Duty Statement (Exhibit A.1) Employee shall act with the actual and apparent authority of DCSS. Accordingly, DCSS and the County will indemnify the other to the extent of the respective proportion of liability, and as more specifically set forth in Paragraphs 1 and 2 of Exhibit D to this Agreement.
9. State shall reimburse County for all costs related to an injury or disability of Employee should Employee become injured or disabled as a result of the duties required of Employee as set forth in Exhibit A.1, Assistant Director Office of Organizational Development and Quality Management Duty Statement, during the term of this Agreement to the same extent the County may be liable for such costs under the law of the State of California concerning the provision of workers' compensation benefits.

D. COMMUNICATION

1. The project coordinators during the term of this agreement will be:

DCSS

David Maxwell-Jolly
Chief Deputy Director
(916) 464-5207

Judy Homme
DCSS Contract Analyst
Phone: (916) 464-5081
Fax: (916) 464-5613
judy.homme@dcss.ca.gov

Santa Barbara County

Department of Child Support Services

Sandy Simons
Director
(805) 568-2326

Shirley Moore
(805) 568-2329

2. All official communication and invoices from the County to DCSS shall be directed to the attention of the above identified project coordinators at the contact points described.

EXHIBIT A.1

DEPARTMENT OF CHILD SUPPORT SERVICES ASISTANT DIRECTOR OFFICE OF ORGANIZATIONAL DEVELOPMENT AND QUALITY MANAGEMENT DUTY STATEMENT

Performs services to lead Department-wide organizational development and quality initiatives for building the infrastructure and integrated business processes to support DCSS in achieving the Child Support Program Mission. This person will have immediate responsibility for the development of programs to build continuous process improvements, enhance communication, team building, change management, leadership training and teambuilding, strategic planning, resource management, meeting facilitation, and cross functional collaboration to support evolving operations and departmental activities and programs.

A. SPECIFIC JOB ASSIGNMENT

Under the general direction of the DCSS Director and Chief Deputy Director, the Assistant Director Office of Organizational Development and Quality Management will develop, organize, and coordinate a comprehensive organizational development and quality program for the California Department of Child Support Services. As an expert in the field of organizational development, this person consults with and advises managers within the Department and from the local child support agencies.

Examples of duties include:

Develop a unit, reporting to the Chief Deputy, in collaboration with the Department Director, charged with leading Department-wide quality management and organizational development.

1. Develop and Implement Strategic Operating Plan
 - Facilitate the revision of the current draft and schedule and facilitate routine updates
 - Develop models for DCSS Planning Processes
 - Facilitate alignment of planning throughout the organization
2. Continuous Leadership Teambuilding
 - Build on current team charters and ensure follow-up steps and tune-ups
 - Develop an all managers collaboration and information forum
3. Continuous Leadership Training
 - Provide quality management and teamwork leadership training for all leadership positions
4. Continuous Process Improvement Teamwork
 - Develop a cross-functional, cross-classification culture improvement team
 - Develop a Department-wide business process improvement team
 - Train improvement team members in quality process improvement and meeting facilitation
5. Meeting Management & Facilitator Development
 - Develop a cadre of facilitators and recorders and assign them to specific key meetings
 - Develop a process for requesting and working with a Department facilitator

6. Department-wide Communication Improvement
 - Direct Culture Improvement Team for multi-pronged strategy development
7. Cross-Functional Teambuilding and Sustaining Follow-up
 - Develop a routine team start-up, follow-up, and monitoring process
8. Facilitate Development of a Learning Organization
 - Internal & external customer satisfaction data gathering & analysis
 - Create satisfaction benchmarks, measurable goals, and ongoing data gathering processes
 - Develop needs assessment data and Strategic Learning Plan for the Department and work with training and development staff to ensure implementation
 - Work with human resources to ensure brain trust retention and innovative ways to provide institutional memory to all staff

B. SUPERVISION RECEIVED

Works under the general supervision of the Director and Chief Deputy Director of DCSS with some independence and discretion to perform his/her duties depending on his/her experience and nature of the assignment.

C. SUPERVISION EXERCISED

Oversight direction of small teams.

D. ADMINISTRATIVE RESPONSIBILITY

None.

E. PERSONAL CONTACTS

The Office of Organizational Development and Quality Management advises the Director and Department managers and staff on matters relating to building the infrastructure and integrated business processes necessary to support a growing Department. It also provides guidance and support to the Department's strategic planning and alignment process integrating Department functions into a cohesive shared vision and collaborative functions. Additionally, the Office works with outside consultants, LCSAs and other stakeholders.

F. ACTIONS AND CONSEQUENCES

The Office of Organizational Development and Quality Management is responsible for organizational development and quality programs and ensuring that the Department's goals of improving the performance of California's Child Support Services Program, establishing and implementing a single, statewide automated child support system, and promoting statewide consistency in the child support program practices among external governmental partners is achieved.

Failure to provide sound guidance and exercise good judgment could result in unclear or poor communication, failure to implement critical business processes development, staff and managers working in disconnected silos and/or in conflict over roles and responsibilities, delays in decision-making and staff and management training, meetings

overused and/or poorly facilitated as the main form of communication, low morale and low trust in leadership.

G. OTHER INFORMATION

Occasional travel incidental to performing duties is required.

To be effective, ongoing training is necessary to develop skills.

**EXHIBIT B
BUDGET DETAIL AND PAYMENT PROVISIONS**

- 1) AGREEMENT AMOUNT: The maximum amount payable under this agreement shall not exceed \$437,616. Shown below are the amounts that cannot be exceeded for each of the fiscal years:

SFY 2005/06	\$78,992
SFY 2006/07	\$104,520
SFY 2007/08	\$111,314
SFY 2008/09	\$118,549
SFY 2009/10	\$24,241

- 2) INVOICING AND PAYMENT: For services satisfactorily rendered and upon receipt and approval of the invoices, the State agrees to reimburse the County for actual expenditures incurred in accordance with Exhibit B.1 (Budget Detail), which is attached and incorporated herein by this reference.

Detailed invoices and supporting documents for actual services shall include the Agreement Number C-05-3-0093 and be submitted in triplicate, quarterly in arrears to:

DEPARTMENT OF CHILD SUPPORT SERVICES
P.O. BOX 419064
Rancho Cordova, CA 95741-9064

Attention: David Maxwell-Jolly, Chief Deputy Director

Invoices not containing this information may be returned with requests for the inclusion of the Agreement Number.

- 3) SHORT-TERM TRAVEL: Upon submission of a completed Travel Expense Claim form (STD. 262A) by Employee, DCSS agrees to reimburse directly to Employee all travel and per diem expenses incurred in carrying out the terms of this Agreement. Reimbursement shall be in accordance with State Department of Personnel Administration Regulation 599.619. Employee shall itemize travel costs on the most current DCSS Travel Expense Claim Form STD 262A. The reimbursement rates and claim forms will be supplied to the Employee by DCSS. No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from DCSS.
- 4) STATE BUDGET CONTINGENCY CLAUSE:
- a) It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to County or to furnish any other considerations under this agreement.

- b) If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either: cancel this Agreement with no liability occurring to the State; or offer an Agreement Amendment to County to reflect the reduced amount.

5) FOR CONTRACT WITH FEDERAL FUNDS:

- a) It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of Congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were executed after that determination was made.
- b) This agreement is valid and enforceable only if the United State Government for the term of this Agreement makes sufficient funds available to the State for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms, or funding of this Agreement in any manner.
- c) It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
- d) The State has the option to void the Agreement under the 30-day cancellation clause or to amend the Agreement to reflect any reduction of funds.

6) PROMPT PAYMENT CLAUSE: Payment will be made in accordance with and within the time specified in Government Code, Chapter 4.5 (commencing with Section 927).

7) REVIEWS: The State reserves the right to review levels and billing procedures as they impact charges against this Agreement.

8) FINAL BILLING: Final billing for services must be received by the State within 90 days following the end of the contract.

EXHIBIT B.1
Budget Detail - Lynn Cavanaugh Employee Projected Costs
Santa Barbara County Department of Child Support Services

Lynn Cavanaugh: September 3, 2005 through September 2, 2009

Cost Detail	Year 1	Year 2	Year 3	Year 4	Year 5
	SFY 2005/06 9/3/2005 through 6/30/2006	SFY 2006/07 7/1/2006 through 6/30/2007	SFY 2007/08 7/1/2007 through 6/30/2008	SFY 2008/09 7/1/2008 through 6/30/2009	SFY 2008/09 7/1/2009 through 9/2/2009
Salary	56,335	75,308	80,203	85,416	17,466
Retirement	9,306	11,552	12,303	13,103	2,679
FICA	3,510	4,670	4,973	5,296	1,083
Medicare	821	1,092	1,163	1,239	253
Medical & Dental Insurance	2,434	3,244	3,455	3,680	752
Life & Long Term Disability	287	387	412	438	90
Unemployment Insurance	106	153	163	173	35
Worker's Compensation	994	1,606	1,710	1,822	372
Vacation Cash Out	1,438	1,531	1,631	1,737	355
5% COLA/Health Care/Retirement Contingency (1)	3,761	4,977	5,301	5,645	1,154
Total	78,992	104,520	111,314	118,549	24,241

Total Contract:

\$437,616

(1) A five percent contingency has been added to the encumbered funds. Such contingency is intended to make funds available in the event of unforeseen budget item increases such as health care premium increases or salary increases due to collective bargaining agreement revisions affecting the Employee's classification. In no event, however, shall DCSS reimburse the County in an amount greater than the actual expenses incurred by the County.

GTC 304

EXHIBIT C

GENERAL TERMS AND CONDITIONS

1. APPROVAL: This Agreement is of no force or effect until signed by both parties and concurred by the assigned Employee.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and concurred by the assigned Employee. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the County, either in whole or in part, without the consent of DCSS and the concurrence of the loaned Employee in the form of a formal written amendment.
4. AUDIT: County agrees that DCSS have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. County agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. County agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.
5. INDEMNIFICATION: In lieu of and notwithstanding the pro rata risk allocation that might otherwise be imposed between the parties pursuant to Government Code Section 895.6, or any other statute, regulation or rule that may otherwise affect the terms of this Agreement, the parties agree to indemnify, defend and save harmless each other, their officers, agents, and employees from any and all claims and losses accruing or resulting from the other party's acts, errors or omissions and for any costs or expenses incurred by one on account of any claim therefore, including any claims and losses accruing or resulting to any person, who may be injured or damaged by the Employee, in the performance of the Agreement, except where such indemnification is prohibited by law.
6. WORKERS' COMPENSATION: DCSS shall reimburse County for all costs related to an injury or disability of Employee should Employee become injured or disabled as a result of the duties required of Employee as set forth in Exhibit A.1, Duty Statement, during the term of this Agreement to the same extent the County may be liable for such costs under the laws of the State of California concerning the provision of workers' compensation benefits.
7. DISPUTES: County shall continue the assignment of the Employee under this Agreement during any dispute.

8. TERMINATION OF AGREEMENT OR ASSIGNMENT: Either appointing authority, DCSS or County, or the Employee may terminate the assignment at any time for any reason. The parties and the Employee agree to give written notice of intent of termination at a reasonable time in advance of the actual termination of the assignment and providing of services to DCSS.

9. COMPENSATION: The cost reimbursement to be paid County, as provided herein, shall be in compensation for all of County's expenses incurred in the performance of services by the Employee.

10. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.

11. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

12. NON-EXCLUSIVE REMEDIES: The dispute provision in Exhibit D of this Agreement is not the County's exclusive remedy, but is in addition to all other remedies provided to the County by law, in equity, or under the provisions of this Agreement.

EXHIBIT D

SPECIAL TERMS AND CONDITIONS

1. The County, and the officers, agents and employees of County other than the Employee of the County who is loaned to DCSS under this Agreement shall, in the performance of this Agreement, act in an independent capacity and not as officers or employees or agents of the State of California.
2. **DISPUTE PROVISIONS**
 - (1) If the County disputes a decision of DCSS's designated representative regarding the performance of this Agreement or on other issues for which the representative is authorized by this Agreement to make a binding decision, County shall provide written dispute notice to DCSS's representative within fifteen (15) calendar days after the date of the action. The written dispute notice shall contain the following information:
 - a. the decision under dispute;
 - b. the reason(s) County believes the decision of the DCSS representative to have been in error (if applicable, reference pertinent contract provisions);
 - c. identification of all documents and substance of all oral communication which support County's position; and
 - d. the dollar amount in dispute, if applicable.
 - (2) Upon receipt of the written dispute notice, the DCSS program management will examine the matter and issue a written decision to the County within fifteen (15) calendar days. The decision of the representative shall contain the following information:
 - a. a description of the dispute;
 - b. a reference to pertinent contract provisions, if applicable;
 - c. a statement of the factual areas of agreement or disagreement; and
 - d. a statement of the representative's decision with supporting rationale.
 - (3) The decision of the representative shall be final unless, within thirty (30) days from the date of receipt of the representative's decision, County files with the California Department of Child Support Services a notice of appeal addressed to:

California Department of Child Support Services
Attention: Chief, Contracts Section
P.O. Box 419064
Rancho Cordova, CA 95741-9064

Pending resolution of any dispute, County shall diligently continue all contract work and comply with all of the representative's orders and directions.

EXHIBIT E
EMPLOYEE CONCURRENCE

Government Code Section 19050.8 authorizes employee loan and assignment agreements between government agencies. The concurrence below acknowledges the employee's voluntary consent to this agreement loaning and assigning the Employee to DCSS:

I, Lynn Cavanaugh, hereby give my voluntary consent and concurrence to participate in the employee loan program whereby I am assigned to the State of California Department of Child Support Services with the duties outlined in Exhibit A.1, Assistant Director, Office of Organizational Development and Quality Management, Duty Statement.

I hereby acknowledge that I have read and understand the Agreement. I also acknowledge that I understand my right and obligations as outlined in the Agreement and I will abide by those provisions.

Lynn Cavanaugh

Date

EXHIBIT E
EMPLOYEE CONCURRENCE

Government Code Section 19050.8 authorizes employee loan and assignment agreements between government agencies. The concurrence below acknowledges the employee's voluntary consent to this agreement loaning and assigning the Employee to DCSS:

I, Lynn Cavanaugh, hereby give my voluntary consent and concurrence to participate in the employee loan program whereby I am assigned to the State of California Department of Child Support Services with the duties outlined in Exhibit A.1, Assistant Director, Office of Organizational Development and Quality Management, Duty Statement.

I hereby acknowledge that I have read and understand the Agreement. I also acknowledge that I understand my right and obligations as outlined in the Agreement and I will abide by those provisions.

Lynn Cavanaugh

Date