



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:** Social Services  
**Department No.:** 044  
**For Agenda Of:** 08/25/15  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Daniel Nielson, Director (805) 346-7101  
Director(s)  
Contact Info: Rene Garcia, Employment Services Operations Division Chief  
(805) 681-4540

**SUBJECT:** California State Association of Counties (CSAC) Agreement for Welfare Client Data Systems (WCDS) Management for CalWORKs Information Network (CalWIN)

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

1. Approve and authorize the Chair to execute the Agreement Relating to Welfare Client Data Systems (WCDS) Management by and among the eighteen (18) WCDS Consortium counties, which includes the County of Santa Barbara, and the California State Association of Counties (CSAC) for the services of WCDS management staff for the period of July 1, 2015 through June 30, 2016 in an amount not to exceed \$220,243.00 for County's share of the WCDS Consortium's cost; and
2. Determine that the approval and execution of the Agreement is not the approval of a project that is subject to environmental review under the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines section 15378(b)(4), finding that the project is a creation of a governmental funding mechanism or other government fiscal activity, which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment.

**Summary Text:**

This item is on the agenda in order to approve the Agreement with California State Association of Counties (CSAC) for services of Welfare Client Data Systems (WCDS) management. Santa Barbara County is one (1) of eighteen (18) counties that has had a continuing agreement with the WCDS

management staff to support and manage the County's primary eligibility system for public assistance programs, CalWORKS Information Network (CalWIN). CSAC acts as the fiscal agent for the WCDS Consortium. WCDS staff provides day-to-day management services, evaluation of system contractors, establishes and maintains an ongoing relationship with the California Department of Social Services, is the liaison with the Federal government on necessary system approvals, and works directly with WCDS Consortium counties to ensure system changes are made to comply with new regulations.

### **Background:**

Since FY 2000-2001, the County of Santa Barbara has had an annual agreement with CSAC for the provision of WCDS management services provided to the 18 CalWIN counties. CSAC provides services of management staff and other resources that are needed to support the 18 counties that have implemented the CalWIN automated system.

The 18 CalWIN counties include: Alameda, Contra Costa, Fresno, Orange, Placer, Sacramento, San Diego, San Francisco, San Luis Obispo, San Mateo, Ventura, Santa Clara, Santa Cruz, Solano, Sonoma, Tulare, Yolo, and Santa Barbara. The WCDS Board of Directors consists of the 18 Social Services Directors of each of the 18 counties and constitutes the WCDS Consortium. The WCDS Consortium is established for the purpose of administering CalWIN services to the 18 CalWIN counties and functions to collectively address ongoing requirements, concerns, and needs of the various counties for CalWIN operation. The WCDS Consortium is not a legal entity.

The WCDS Consortium counties utilize CSAC to employ certain staff needed for the provision of WCDS management services that support CalWIN operation amongst the 18 counties. Under the terms of the Agreement, the individuals employed as WCDS management staff are CSAC employees and not acting as employees of the WCDS Consortium counties. However, the WCDS Consortium counties have the authority under the Agreement to select and terminate the employment of WCDS management staff and to direct and manage the performance of their day-to-day duties. WCDS management staff are located at the WCDS CalWIN site in Folsom, California.

Some of the services that will continue include: day to day evaluation of data processing contractors; monitoring and problem resolution; planning; maintaining records for WCDS management staff contract activities including county billings and payments; procurement including contracting for annual audit of cash receipts and disbursements to the data processing contractor when directed to do so by the WCDS Consortium; special studies and analysis; liaison with California Department of Social Services; staff support to facilitate meetings; strategic plan development with annual updates; transmit directions, instructions and authorizations of the WCDS Consortium to the maintenance contractor for the CalWIN system; and other duties and prescribed by the WCDS Consortium.

The Agreement also provides that CSAC serve as custodian of the funds for the (18) eighteen WCDS Consortium counties for the purpose of providing WCDS services and expenses as described above. Each county contributes funds to the Agreement for these purposes. The collaborative and directed efforts of the WCDS Consortium staff have resulted in a more stabilized application, well tested and effective application enhancements, and more timely responses to reported application issues.

Because the Agreement is made between CSAC and all 18 WCDS Consortium counties, CSAC requires approval of the Agreement by each individual county and that it be signed by the authorized signatory, in this case the Board's Chair. The WCDS management services are fully devoted to ongoing CalWIN

support and resources for the WCDS Consortium counties. CSAC will continue to address updates, technical issues and other system needs and upgrades that may be identified during the ongoing operational phase.

As a member of the WCDS Consortium, Department of Social Services requests approval of the Agreement as recommended. Services under the Agreement will continue to provide necessary support as we continue operation of CalWIN in Santa Barbara County.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

<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	\$ 12,524.00		\$ 12,524.00
State	\$ 87,854.00		\$ 87,854.00
Federal	\$ 119,865.00		\$ 119,865.00
Fees			
Other:			
<b>Total</b>	<b>\$ 220,243.00</b>	<b>\$ -</b>	<b>\$ 220,243.00</b>

Narrative:

Approval and execution of this Agreement will result in a total contract amount of \$220,243.00 for the period 7/1/2015 thru 6/30/2016 for Santa Barbara County, which represents approximately 5.6% of the total WCDS Consortium obligation of \$3,964,379.00.

Funding for this Agreement is approximately 54.42% Federal, 39.89% State and 5.69% County General Fund. Appropriations for FY 2015/16 for \$220,243.00 are included in the Department’s FY 2015/16 Adopted Budget.

**Key Contract Risks:**

The risk assessment worksheet has been completed. DSS has had a positive and productive relationship with CSAC since 2000 and is confident of CSAC’s abilities to continue providing services through June 2016.

Although CSAC is insured for unemployment and workers’ compensation, the WCDS Consortium counties must reimburse CSAC for additional unemployment and workers’ compensation costs incurred by CSAC, if any, subject to the contract maximum (\$220,243.00 for the County of Santa Barbara’s share of the WCDS Consortium’s cost). In addition, in consideration of CSAC’s delegation to the WCDS Consortium counties of the right to select, direct, and terminate the WCDS Management staff, the counties agree to indemnify, defend and hold harmless CSAC from and against claims in connection with WCDS Management staff’s performance of WCDS Management services, except for claims arising from CSAC’s negligence, willful default, or the performance of its duties under the Agreement, against which CSAC agrees to indemnify the counties. Under the Agreement, the County of Santa Barbara is not liable for other counties’ obligations.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please send one (1) duplicate original Agreement and a copy of the Minute Order to:

Department of Social Services  
Tricia Beebe, Contracts Coordinator  
2125 S. Centerpointe Parkway, 3<sup>rd</sup> floor  
Santa Maria, CA 93455

**Attachments:**

CSAC FY 15/16 Agreement

**Authored by:**

Ken Jensen, Psy.D.

**cc:**