



**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: 1/6/15
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Daniel Nielson, Director (805) 346-7101
Director(s)
Contact Info: Ken Jensen Psy.D., Deputy Director (805) 346-7312

SUBJECT: California State Association of Counties (CSAC) Agreement Amendment

County Counsel Concurrence

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

1. Approve and authorize the Chair to execute an amendment to the Agreement with California State Association of Counties (CSAC) for CalWORKs Information Network (CalWIN) for the period of July 1, 2014 through June 30, 2015, increasing Santa Barbara County's share of the consortia cost by \$65,166.00.
2. Determine that the approval and execution of the MOU is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the execution of the MOU 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:

This item is on the agenda in order to approve the amendment to the CSAC Agreement. On May 20, 2014, your Board approved the initial Agreement. Santa Barbara County is one (1) of eighteen (18) counties that has had a continuing agreement with the Welfare Client Data Systems (WCDS) staff to support and manage the County's primary eligibility system, CalWIN. CSAC acts as the fiscal agent for the consortium. WCDS staff is employed by CSAC to provide 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 Counties to ensure system changes are made to comply with new regulations.

As a result of the new governance structure, communication needs, and expected workload changes, the WCDS Board of Directors approved an addition to the annual CSAC contract on September 12, 2014. This amendment to the annual CSAC contract covers the cost of the additional staff prorated for the remainder of the fiscal year.

Background:

Since FY 2000, the County has had an annual agreement with CSAC for the provision of WCDS management services provided to the 18 CalWIN counties, collectively referred to as the WCDS consortium. CSAC services include 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 consortium, which includes participation by the Social Services Directors (Board of Directors) of each county, functions to collectively address ongoing requirements, concerns, and needs of the various counties pursuant to CalWIN operation. However, it is not a legal entity vested with the power to contract. Consequently, the consortium utilizes CSAC as the contractor on its behalf to employ certain staff needed for the provision of WCDS management services that support CalWIN operation amongst the 18 counties. Each county contributes funds to the CSAC agreement for this purpose. CSAC is the employer of record for staff hired pursuant to this contract; however, the WCDS consortium selects, directs, and manages performance and duties of the employees. 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 contract for annual audit of cash receipts and disbursements to the data processing contractor when directed to do so by the Board of Directors; 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 WCDS Policy Board and Board of Directors to the Maintenance contractor; and other duties and prescribed by the Board of Directors.

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

Because the contract is made between CSAC and all 18 counties, CSAC requires approval of the agreement by each individual county and that it be signed by the authorized signatory, in this case your Board's Chair. The CSAC management services are fully devoted to ongoing CalWIN support and resources for the 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 18 counties WCDS consortium, Department of Social Services requests approval of the amendment as recommended. Services under the CSAC WCDS management 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:

<u>Funding Sources</u>	<u>Current FY Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 9,286.00	\$ -	\$ 9,286.00
State	\$ 46,948.00	\$ 32,583.00	\$ 79,531.00
Federal	\$ 69,040.00	\$ 32,583.00	\$ 101,623.00
Fees			
Other:			
Total	\$ 125,274.00	\$ 65,166.00	\$ 190,440.00

Narrative:

Approval and execution of this Amendment will result in a total contract amount of \$190,440 for the period 7/1/2014 thru 6/30/2015 for Santa Barbara County, which represents approximately 5.6% of the total consortium obligation of \$3,427,903.

Funding for this contract is approximately 53.35% Federal, 41.75% State and 4.9% County General Fund. A request for appropriations for FY 2014/15 for \$190,440 is included in the Department’s FY 2014/15 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 2015.

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, 3rd floor
Santa Maria, CA 93455

Attachments:

CSAC Contract Amendment

Authored by: Ken Jensen Psy. D.