



**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:** 05/20/14  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Daniel Nielson, Director 681-4451  
Director(s)  
Contact Info: Ken Jensen Psy. D., Deputy Director (805) 346-7312

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

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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:**

- a) Approve and authorize the Chair to execute an Agreement with California State Association of Counties (CSAC) for CalWORKs Information Network (CalWIN) for the period of July, 1, 2014 through June 30, 2015. Santa Barbara County's share of the consortia cost is not to exceed \$125,274.00.
- b) Determine under CEQA Guideline Section 1506(b)(3) that this activity is exempt from review on the basis that it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

**Summary Text:**

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.

**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 \$2,254,927.00 funded by all (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 agreement 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.

**Key Contract Risks:**

The risk assessment worksheet has been completed. CSAC is insured for General and Professional Liability. 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.

**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	\$ 9,286.00		
State	\$ 46,948.00		
Federal	\$ 69,040.00		
Fees			
Other:			
Total	\$ 125,274.00	\$ -	\$ -

**Narrative:**

Approval and execution of this will result in a total contract amount of \$125,274 for the period 7/1/2014 thru 6/30/2015 for Santa Barbara County, which represents approximately 5.56% of the total consortium obligation of \$2,254,927.

Funding for this contract is approximately 55.1% Federal, 37.5% State and 7.4% County General Fund. A request for appropriations for FY 2014/15 for \$125,274 is included in the Department's FY 2014/15 Recommended Budget.

**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  
Linda Rodriguez, Contracts Coordinator  
2125 S. Centerpointe Parkway, 3<sup>rd</sup> floor  
Santa Maria, CA 93455

**Attachments:**

Agreement Relating to Welfare Client Data Systems Management

**Authored by:**

Ken Jensen Psy. D.

**cc:**