DEPARTMENT: Child Support Services  BY: Debbie Walton
PHONE: 966-3400

RECOMMENDED ACTION AND JUSTIFICATION:
Authorize the reorganization of the Department of Child Support Services by approving and allocating a new Office Technician position, eliminating the vacant Compliance Technician position, and reducing the Child Support Attorney position from full-time to half-time (50%) as of December 1, 2005.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Every California County Department of Child Support Services is undergoing a substantial change in the way they do business. By federal mandate, California is moving to a state-wide child support system. As of November 2005, counties will begin transitioning to a State-Wide Distribution System (SDU). All payments will go to and be distributed from a centralized location as opposed to the current practice of each county billing, collecting, and disbursing locally. Mariposa County is scheduled to transition in March 2006. In preparation for this, the State has directed me to review my staffing needs and job descriptions, to re-title job positions, and hire for the needed positions.

Filling the vacant Compliance Technician position will not meet current staffing needs as the essential functions of this position does not align with what is needed for transition to the SDU. The requested new position of Office Technician will assist with fiscal operations and work as a back up for the Account Technician, whose current back up is the Director. The position will assist office staff in answering the expected increase in customer service related calls due to the transition, as well as assist the director with transition and implementation to the SDU and related State-wide systems that Child Support Services will be converting to from now through 2008.

The Department of Child Support’s budget is funded by State and Federal monies (no County dollars) and there has been no increase in funding for three years even though salary and benefits as well as other expenses have continued to rise.

In order to fill the new position, it is necessary to reduce the Child Support Attorney position to half-time as no additional funds are being provided for staffing needs.

In the past, the Board has allowed reorganizations of County offices to facilitate changes in business practices.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Provide local funding to keep attorney position whole
Do not approve and give alternative direction
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<th>Annual Recurring Cost: $</th>
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<td>Additional Funding Needed:</td>
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<table>
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<td>Unanticipated Revenue</td>
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<tr>
<td>Transfer Between Funds</td>
<td>4/5’s vote</td>
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<tr>
<td>Contingency</td>
<td>4/5’s vote</td>
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<tr>
<td>( ) General ( ) Other</td>
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**CLERK’S USE ONLY:**

Res. No.: 85-546 Ord. No.____

Vote – Ayes: __ Noes: ____

Absent: __________

( ) Approved

( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: ______________

Attest: MARGIE WILLIAMS, Clerk of the Board

County of Mariposa, State of California

By: ________________________

Deputy

**COUNTY ADMINISTRATIVE OFFICER:**

/\ Requested Action Recommended

( ) No Opinion

Comments:

__________________________

__________________________

__________________________

__________________________

CAO: __________________
TO: DEBBIE WALTON, Child Support Services Director
FROM: MARGIE WILLIAMS, Clerk of the Board
SUBJECT: REORGANIZATION OF THE DEPARTMENT
Resolution No. 05-546

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on November 15, 2005

ACTION AND VOTE:

2:09 p.m. Debbie Walton, Child Support Services Director;
Authorize the Reorganization of the Department of Child Support Services by Allocating an Office
Technician Position Effective December 1, 2005, Eliminating the Compliance Technician Position, and
Reducing the Child Support Attorney Position from Full-Time to .50 Permanent Part-Time Effective
December 1, 2005; Approve Budget Action Transferring Funds Within the Child Support Budget Unit to
Accommodate the Reorganization ($18,100)

BOARD ACTION: Discussion was held with Debbie Walton relative to the request, and she advised of
transitions that are occurring within the department due to changes at the State level. It was noted that
information was provided by Mary Berkhoudt, Child Support Attorney for the Department, to the Board
members and to Debbie Walton this date. Supervisor Bibby stated she feels that the State should be made
aware that its actions are impacting long-term employees.

Input from the public was provided by the following:
Mary Berkhoudt, Child Support Attorney for the Department, provided input on her responsibilities as
attorney for the Department; and she stated that she does not feel that she can accomplish the tasks in fifty
percent of the time.

Further discussion was held relative to the request and possible options. (M)Stetson, (S)Turpin, Res. 05-
546 was adopted approving the reorganization and budget action as recommended.

Additional input from the public was provided by the following:
Karen Helms Bodfish stated she feels that the Board should recognize that there is a potential possibility
that by reducing the attorney’s position that it will create a liability for the County in that non-attorneys will
make attorney decisions.

Further discussion was held by the Board. Supervisor Turpin commented on the State’s funding
situation, and he asked that the Child Support Services Director come back in three months with a status
report on how the new formula is working. Chairman Pickard suggested that the Board could ask the
Director to prepare a letter for the Chairman’s signature relative to the funding issues and the future impact
on our ability to provide the services. Supervisor Bibby asked that consideration be given to delaying
implementation of the reorganization for another month. The motion was amended, agreeable with the
maker and the second, to extend the implementation date from December 1st to January 1, 2006, for reducing the Child Support Attorney position from full-time to .50 permanent part-time. Debbie Walton advised that she will bring back a letter to the State for the Board to approve, as discussed. Ayes: Stetson, Turpin, Bibby, Pickard; Excused: Fritz.

Cc: Auditor
    Personnel
    File
## BUDGET ACTION FORM

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<tr>
<th>FUND</th>
<th>DEP/DIV</th>
<th>ACCOUNT</th>
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<td>414-1090</td>
<td>GENERAL CONTINGENCY</td>
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**TOTALS**  
15,500  
15,500

### TRANSFER BETWEEN FUNDS

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<tbody>
<tr>
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</table>

**TOTALS**  

### ACTION REQUESTED: (Check all that apply)

( ) Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies

( X ) Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

**JUSTIFICATION**  
Resulting from re-organization.

### DEPT HEAD SIGNATURE

[Signature]

**DATE 11/21/05**

### APPROVED BY RES NO.

[Signature]  
**DATE 11/15-05**

### DEPARTMENT: Child Support

**AUDITOR'S USE ONLY**  
BA #

Budget Revision Form Revised 07/2000

*FORM: Budget Action.xls*
Background Information for Child Support Reorganization Request

The intent of this paper is to cover the basic concepts of the CCSAS project and how it will affect Mariposa County Child Support Services.

California Child Support Automated System (CCSAS)

CCSAS is the single statewide system for the child support program and is intended to deliver effective and efficient services to all system users and program customers. Additionally, federal certification of CCSAS will eliminate the penalties currently imposed on California by the federal government.

Child Support Automation Penalty

Federal law mandates that each state develop and implement a single statewide automated child support system by October 1, 1997. In December 1992, California entered into a contract to develop and implement the statewide automated system. However, that implementation was unsuccessful leading to an agreement to terminate the contract in November 1997.

The standard penalty for non-compliance with a State Plan requirement, of which the single automation system is one, is loss of all child support funding plus, potentially, the entire federal TANF (Temporary Aid to Needy Families) block grant. The federal Child Support Performance and Incentive Act of 1998 provided for an alternative financial penalty for the statewide automated system. California sought and is operating under a federally approved alternative financial penalty and has been since 1998.

Penalties are calculated as a percentage of child support payments (administrative costs) made to the State by the federal government in the year preceding the year the penalty is imposed. The penalty percentage applied increases every year for five years, beginning with 4% and increasing each year to the maximum of 30%. California reached the maximum penalty phase in 2002 and will continue at this level each year until a statewide automated system is up and running.

CCSAS

In 1999, state child support reform legislation spelled out the approach for developing a state wide system. The legislation specifies the State Department of Child Support Services (DCSS) as the Project Owner and Franchise Tax Board (FTB) as the Project Agent responsible for planning, developing, implementing, and operating the statewide system.
The statewide system has two components, which together make CCSAS work:

- **Child Support Enforcement (CSE)** provides the central data base for child support cases and the associated functionality to support enforcement activities in all local child support agencies (LCSA).
- **State Disbursement Unit (SDU)** provides centralized processing of child support collections and disbursements.

CCSAS is developed in two phases, version 1 and version 2. At this point in time, we are transitioning to Version 1 which will bring all LCSAs onto one of two existing county automation systems. These two systems will be linked to the new CSE database, providing a statewide view of participant, case, and financial data. This database is known as Statewide Services (SWS). During Version 1, the State will also implement centralized payment processing with the SDU. Currently, all counties are scheduled to transition to SWS in October 2005, and then will transition to the SDU in phases. Mariposa County will transition to the SDU in March of 2006.

**How this affects Mariposa County Child Support Services**

The month that we transition to the State Distribution Unit, many of our internal financial processes will change. We have been working with the State and the Business Partner (those holding the CCSAS contract) since last summer to identify how this transition will impact our local office. Part of the process is to identify business processes that will need to be changed, retired, or implemented. We also looked at how this will affect staffing needs, review current job descriptions and hire for necessary positions if needed.

During this process, it became evident that we needed an additional clerical/financial worker in the office. Currently we have one financial worker, the Account Technician with the Director and Legal Secretary acting as back up. For several reasons, this is less than desirable. More than one person needs to know the day to day ins and outs of the new financial system, the new procedures will create an increased workload, and it is good business practice to have more than one person handling financial transactions and adjustments.

The essential functions of the Office Technician position are flexible enough to allow the employee to work in more than one area, to do the simpler financial procedures as well as handle the anticipated increase in customer service calls, provide back up for other front office staff, and assist the Director in various processes.

We have been informed that for the first year after transition to the SDU, customer service calls will dramatically increase. Florida’s experience was that one call was generated for every disbursement that was distributed.
Financial Considerations

Funding for County Child Support Offices is through Federal and State dollars. No County funds are used to support Mariposa County Child Support Services. In fact, the County general fund receives 2% of the State dollars collected by our agency, approximately $4000 per month.

Due to the financial constraints of the State, our budget has not been increased for three years. In 2003-2004, we took a 3% cut and the last two years it has remained flat. This fiscal year, we were given a small one-time adjustment to aid transition to CCSAS and the SDU but were cautioned that this was one-time money only.

In order to hire an additional person in our office, it must be done out of our existing budget. This would be possible by reducing the Attorney position to half-time. (see page 4)

Reduction of Attorney Position

Due to the size of our caseload and court calendar, the attorney position in our office could be handled by a part-time employee. When the position was created, Child Support Services (CSS) had more than enough funding to cover a full-time position. The salary was set at a relatively low rate for an attorney and it was determined that because it would be difficult to fill a part-time position at the salary that was set, the position was filled at the full-time level. Now, with the present budget climate, this has been reconsidered. In the last three years, there have been no increases in funding for CSS even though salary and benefits continue to climb. The CS Attorney position, which is tied to the DDA III position, was given a substantial increase in the last MCMCO union contract. In view of the fact that our caseload and court load have not increased, the position is very doable at 20 hours a week. Colusa County, which is comparable to Mariposa CSS in caseload size, has a similar arrangement with their attorney and it works well for their office. In addition, the CS attorney salary is at such a level now that if the position was to become vacant, I believe we could attract applicants to the part-time position or even contract for services.

Other Considerations

Personally, in consideration of the employee’s financial needs, I hesitate to cut a full time employee to half-time, however, when I consider what is in the best interest of the office and the needs of our customers, this approach seems to be the most reasonable given our current budget situation.
Financial Justification

**Monthly Gross Salary – Current Organization**

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<td>Legal Secretary-grade 154/step 4</td>
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**Monthly Gross Salary – Proposed Organization**

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