



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 10/14/2025

To: Board of Supervisors

Department or Agency Name(s): County Administrator's Office, Human Resources Department

Staff Name and Phone Number: M. Christina Rivera, 707-565-2048; Janell Crane, 707-565-2885

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Department Head Personal Services Agreement - Director of Child Support Services

Recommended Action:

Authorize the Chair of the Board of Supervisors to execute a Personal Services Agreement with Gigi Mertle as the Director of Child Support Services, effective October 14, 2025, through October 14, 2028, at the "A" step in the position's salary range and with other County benefits in accordance with Salary Resolution 95-0926.

Executive Summary:

The salary and benefits provided to County department and agency heads must be considered by the Board of Supervisors/Directors at a regularly scheduled Board meeting. Further, an oral summary of the recommended action to be taken on the salary and benefits must be presented at the meeting where the final Board action is taken. (California Government code sections 54953, 54956)

After a nationwide recruitment and extensive selection process, the Board of Supervisors has selected Gigi Mertle to be appointed as the new Director of Child Support Services. Therefore, staff requests the Board authorize the Chair to execute the Personal Services Agreement effective October 14, 2025, for a three-year term through October 14, 2028. The Director of Child Support Services reports to the County Executive, and the agreement places Ms. Mertle at the "A" step of the salary range for the job classification. In addition to the annual salary, other benefits and compensation are provided as prescribed by Salary Resolution 96-0926.

Discussion:

The Director of Child Support Services is appointed by the Board of Supervisors and reports to the County

Executive, with responsibility for overall administrative direction and management of all child support services provided by the county. The Director leads a staffing complement of 62 full-time equivalent (FTE) employees with a current fiscal-year budget of approximately \$12.2 million.

The mission of the Sonoma County Department of Child Support Services is to promote the well-being of children and the self-sufficiency of families by assisting both parents to meet the financial, medical, and emotional needs of their children through the delivery of quality child support services. The Department is responsible for administering the Title IV-D Program of the Federal Social Security Act, in and for the County of Sonoma. Federal and state laws govern the Department, with oversight by the California Department of Child Support Services.

The County hired WBCP, Inc., an executive search firm specializing in public sector recruitments, to conduct an extensive nationwide search to assist in filling the position. Applicants who best demonstrated possession of the ideal candidate characteristics were invited to interview with a diverse group of panelists, consisting of subject matter experts, community stakeholders, and County department heads and business partners. At the conclusion of the process, the Board of Supervisors selected Gigi Mertle as the new Director of Child Support Services.

Ms. Mertle has 13 years of experience in the field of child support services with the County of Sonoma's Department of Child Support Services. She has held the Program Development Manager position since 2018 and most recently served as the Interim Director since June 2025 upon the retirement of the prior Director. Ms. Mertle has a Master of Science degree in Educational Technology and a Bachelor of Education in Languages. In addition to her departmental leadership, Ms. Mertle has served on several county and state committees, helping advance innovative initiatives to enhance performance, service delivery, and statewide collaboration.

The Personal Services Agreement executes the salary at the "A" Step of the salary range, which is \$199,299.09 annually, with the term of October 14, 2025, to October 14, 2028. It includes all other benefits and compensation as prescribed in the County's Salary Resolution 95-0926.

Strategic Plan:

N/A

Racial Equity:

Agenda Date: 10/14/2025

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources			

Narrative Explanation of Fiscal Impacts:

Ongoing annualized salary and benefit costs associated with existing positions have been incorporated into the department's budget. These actions do not increase any budget appropriations.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
N/A			

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

Personal Services Agreement - Director of Child Support Services

Related Items "On File" with the Clerk of the Board:

None