



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 3/24/2026

To: Board of Supervisors

Department or Agency Name(s): Human Services

Staff Name and Phone Number: Angela Struckmann, 707-565-5800; Regina de Melo, 707-565-4346

Vote Requirement: 4/5th

Supervisorial District(s): Countywide

Title:

Human Services Department Position Request

Recommended Action:

- A. Adopt a Position Resolution amending the department allocation list of the Human Services Department to add 1.0 Full Time Equivalent (FTE) Administrative Aide - Project allocation, effective March 24, 2026.
- B. Adopt a Budget Resolution adjusting the Fiscal Year 2025-2026 budget to increase appropriations in the Human Services Department by \$45,400 to account for the increased funding from Child Welfare Services-California Automated Response and Engagement System (CWS-CARES) project allocation. (4/5 Vote Required)

Executive Summary:

In October 2026, the Human Services Department Family, Youth and Children Division will transition from the existing data system to a new state mandated system for entry of all child welfare data. The California Department of Social Services has provided funding to support counties with implementing the new system. The Human Services Department would like to use a portion of this funding for a Time-Limited Administrative Aide - Project position through June 30, 2029, to provide system support before, during, and after the transition is complete.

Discussion:

The California Department of Social Services (CDSS) is leading a project to redesign the current state managed Child Welfare Services/Case Management System(CWS\CMS). It will be replaced with a new system called Child Welfare Services - California Automated Response and Engagement System (CWS-CARES) that will be mandatory for all California counties to utilize for administering child welfare services. The new system will be delivered in two major phases over the next three years, and the State has directed counties to have resources available to provide technical, training, and general support to system users before, during, and after go-live activities. The Administrative Aide - Project position is needed to ensure that delivery of child welfare services to the community is provided without complication or delay using the new system.

All 58 California county child welfare and probation departments will migrate to the new system on the same date. The initial go-live is October 26, 2026, and the second phase go-live is expected to be in April 2028. The initial go-live will be a transition from the existing system to the new system and the second phase will be major changes to specific service areas and new components/forms that align with newly mandated data

entry requirements. The County has been provided a project specific allocation from CDSS to provide local support, technical assistance and training. The cost for the Administrative Aide-Project position will be paid entirely through this allocation. The allocation and federal match total approximately \$400,000 in FY 2025-2026 and are estimated to increase to a total of \$475,000 annually thereafter. Approximately \$225,000 of the allocation is used to fund a Time-Limited Public Assistance Systems Specialist (PASS) position dedicated to this project; the remainder of the allocation will be used to cover the cost of this Administrative Aide-Project position. If additional funds are available in the allocation, they will be utilized for limited Extra Help staffing support as funding allows to support specific project related tasks.

Strategic Plan:

Not Applicable

Racial Equity:

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

No

Prior Board Actions:

June 12, 2024: Approval of a 1.0 FTE time-limited Public Assistance Systems Specialist position

FISCAL SUMMARY

Expenditures	FY25-26 Adopted	FY26-27 Projected	FY27-28 Projected
Budgeted Expenses		\$168,800	\$173,100
Additional Appropriation Requested	\$45,400		
Total Expenditures	\$45,400	\$168,800	\$173,100
Funding Sources			
General Fund/WA GF			
State/Federal	\$45,400	\$168,800	\$173,100
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			
Total Sources	\$45,400	\$168,800	\$173,100

Narrative Explanation of Fiscal Impacts:

The Human Services Department is requesting to increase appropriations in the amount of \$45,400 for Fiscal Year 2025-26 to reflect additional funding from the CWS-CARES project allocation. This position will be 100% funded through this allocation and no General Fund is being requested.

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Staffing Impacts:

Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)
Administrative Aide - Project	\$6,645.74 - \$8,078.89	1.0 FTE	

Narrative Explanation of Staffing Impacts (If Required):

Addition of 1.0 FTE Time-Limited Administrative Aide - Project to support the transition to the new state mandated child welfare tracking system, CWS-CARES.

Attachments:

1. Position Resolution
2. Budget Resolution

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

None