



COUNTY OF SONOMA

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

SUMMARY REPORT

Agenda Date: 9/10/2024

To: Sonoma County Board of Supervisors

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

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

Vote Requirement: Majority

Supervisorial District(s): Countywide

Title:

Department Head Personal Services Agreement First Amendment - Child Support Services

Recommended Action:

Authorize the County Executive to execute a First Amendment to the Personal Services Agreement with Janeene de Martinez as Director of Child Support Services, extending the term of the agreement from September 15, 2024, to September 14, 2027, at the "I" step of the position's salary range, and eligibility for 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 §54953, 54956).

This action will authorize a First Amendment to the Personal Services Agreement between Janeene de Martinez and the Sonoma County Board of Supervisors. Ms. de Martinez was initially appointed as the Director of Child Support Services on September 15, 2021, for a three-year term until September 15, 2024.

The recommended action extends the term of the current agreement for an additional three years, from September 15, 2024, through September 14, 2027, at the current "I" step of the position's salary range and eligibility for other County benefits in accordance with Salary Resolution 95-0926.

Discussion:

The Director of Child Support Services is appointed by the Board of Supervisors pursuant to Family Code section 17304 and reports to the County Executive. The Director oversees the Department's two divisions: 1) Child Support Enforcement and 2) Administration. The Department's mission 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 of Child Support Services 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. A wide array of services are performed including establishing parentage which may include genetic testing; locating parents and their income and

assets; obtaining court-ordered child support and health insurance coverage; enforcing monthly and past due child support utilizing appropriate enforcement tools; modifying existing child support orders; working with the State Disbursement Unit (SDU) to collect and distribute child support payments; and conducting complaint resolution and formal hearings. The Department also coordinates with other states, countries, and local tribal governments regarding child support issues. All parents and guardians, regardless of income or immigration status, are eligible for services.

The Department of Child Support Services has a fiscal year 2024-2025 budget of \$12 million and has 62.0 full-time equivalent allocations.

Following an extensive statewide recruitment, Ms. de Martinez was initially appointed to the position for a three-year term, from September 15, 2021, through September 15, 2024. Today's recommended action extends Ms. de Martinez's current agreement for an additional three years, from September 15, 2024, through September 14, 2027, at the "I" step of the salary range, which is \$232,922.60 annually. She will continue to receive all other benefits and compensation as prescribed in the Salary Resolution 95-0926.

Strategic Plan:

N/A

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

No

Prior Board Actions:

September 14, 2021 (item 37; 2021-0899) - Initial Appointment

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 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			

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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:

First Amendment to the Personal Services Agreement - Director of Child Support Services

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

None.