



## SUMMARY REPORT

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**Agenda Date:** 11/10/2020

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**To:** Sonoma County Board of Supervisors

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

**Staff Name and Phone Number:** Sheryl Bratton, 565-3578 Christina Cramer, 565-2988

**Vote Requirement:** Majority

**Supervisorial District(s):** Countywide

**Title:**

Department Head Personal Services Agreement - Child Support Services

**Recommended Action:**

Authorize the County Administrator to execute a Second Amendment to the Personal Services Agreement with Jennifer Traumann as Director of Child Support Services, extending the term of the agreement from November 12, 2020 to November 12, 2021.

**Executive Summary:**

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

Jennifer Traumann was initially appointed as the Director of Child Support Services for a three-year term, from November 11, 2014 through November 11, 2017. A First Amendment was executed to extend the contract through November 11, 2020. The recommended action of this item extends the term of the current agreement for an additional one year, through November 12, 2021. The action will maintain Ms. Traumann at the top step of the salary range

**Discussion:**

The Director of Child Support Services reports to the County Administrator and is responsible to establish and enforce court orders for child support, paternity and medical coverage; assist with locating the parent; collect and distribute support payments; maintain accounting records; modify court orders; and provides legal and case management services to ensure child and medical support orders are maintained. The Director of Child Support Services leads the department responsible for ensuring that children receive the services regarding parentage and financial support to which they are legally and morally entitled. The support and services fundamentally enrich and shape a child's future. The Director oversees two divisions; Child Support Enforcement and Administration. The Department of Child Support Services has a fiscal year budget of \$12.7 million dollars and has 81.0 total staff.

Following a nationwide recruitment, Ms. Traumann was initially appointed to the position for a three-year term, from November 11, 2014 through November 11, 2017. The First Amendment extended the contract for an additional three-year term through November 11, 2020. The Second Amendment to the Personal Services

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Agreement extends the term of Mrs. Traumann's agreement from November 12, 2020 to November 12, 2021 at "I" Step of the salary range, which is \$185, 252. In recognition of Ms. Traumann's 35 years of distinguished service and her willingness to continue to serve for an additional year and allow the County to develop a succession plan, notwithstanding the fact that she will reach her maximum retirement formula during the extended term, the County Administrator is recommending a one-time increase in her vacation hours by providing an additional 52 hours, and increasing her maximum accrual bank by that amount. Ms. Traumann will continue to be eligible for other County benefits and compensation as prescribed in the County's Salary Resolution 95-0926.

**Prior Board Actions:**

None.

**FISCAL SUMMARY**

<b>Expenditures</b>	<b>FY 20-21 Adopted</b>	<b>FY21-22 Projected</b>	<b>FY 22-23 Projected</b>
Budgeted Expenses			
Additional Appropriation Requested			
<b>Total Expenditures</b>			
<b>Funding Sources</b>			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
Contingencies			
<b>Total Sources</b>			

**Narrative Explanation of Fiscal Impacts:**

Ongoing annualized salary and benefit costs associated with this position has been incorporated into the Department of Child Support Services budget. This action does not increase any budget appropriations

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

**Narrative Explanation of Staffing Impacts (If Required):**

None.

**Attachments:**

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A. Second Amendment of the Personal Services Agreement, Director of Child Support Services.

**Related Items “On File” with the Clerk of the Board:**

None.