



# COUNTY OF HUMBOLDT

For the meeting of: 10/29/2024

File #: 24-1391

**To:** Board of Supervisors

**From:** Child Support Services

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Annual Renewal of Plan of Cooperation between Humboldt County Information Technology Division and the North Coast Regional Department of Child Support Services (NCRDCSS) for Fiscal Year (FY) 2024-25

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the NCRDCSS Director, or a designee thereof, and the County Administrative Officer (CAO), to execute the attached Plan of Cooperation after review by County Counsel.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

A renewal Plan of Cooperation agreement between the Humboldt County Information Technology Division and the NCRDCSS is signed annually to reflect changes in cost and support services required. The estimated charge for Humboldt County Information Technology support services in FY 2024-25 is \$96,656. This agreement allows the Child Support Program to function at a high level, meeting state and federal requirements.

**SOURCE OF FUNDING:**

Child Support Services (1380206)

**FINANCIAL IMPACT:**

| <i>Expenditures (1380 206)</i>            | <b>FY24-25</b>  |
|---|-----------------|
| <i>Budgeted Expenses</i>                  | <u>\$96,656</u> |
| <i>Additional Appropriation Requested</i> | <u>\$0</u>      |
| <i>Total Expenditures</i>                 | <u>\$96,656</u> |

*\*Projected amounts are estimates and are subject to change.*

| <b>Funding Sources (1380 206)</b> | <b>FY24-25</b>  |
|-----------------------------------|-----------------|
| <b>State/Federal Funds</b>        | <u>\$96,656</u> |
| <b>Total Funding Sources</b>      | <u>\$96,656</u> |

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

This is an annual budgeted expense for services and support between the Humboldt County Information Technology Division and NCRDCSS, which allows the Child Support program to continue to meet all state and federal requirements and serve the community. The estimated charge for FY 2024-25 is \$96,656 and has been included in the adopted budget in fund 1380, budget unit 206.

**STAFFING IMPACT:**

The renewal of this contract has no impact on staffing levels. Without the renewal, NCRDCSS would not be able to continue to function with the limited number of Information Technology staff supported in the NCRDCSS budget.

**OTHER AGENCY INVOLVEMENT:**

Humboldt County Information Technology

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to allow for the renewal of the agreement and seek Information Technology support from an alternate source. However, this is not recommended because these services would need to be outsourced and could lead to an interruption of critical services and support to employees and customers in the community.

**ATTACHMENTS:**

1. IT-Child Support MOU 2024-2025

**PREVIOUS ACTION/REFERRAL:**

Meeting of: June 6, 2023  
File No.: 23-727