

**County of Santa Clara**  
**Social Services Agency**  
Department of Fiscal & Administrative Services  
Financial Management Services



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CSFC SSA03 052809

Prepared by: Denise Boland  
CWES Administrator  
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Reviewed by: Jan Picolorich  
DEBS Assistant Director

Submitted by: Katherine Buckovetz  
Director

DATE: May 28, 2009

TO: Supervisor Dave Cortese, Chairperson  
Supervisor George Shirakawa, Vice Chair  
Children, Seniors & Families Committee

FROM:   
Will Lightbourne  
Agency Director, Social Services Agency

SUBJECT: American Recovery and Reinvestment Act of 2009 (ARRA) – TANF Emergency  
Contingency Fund

**RECOMMENDED ACTION**

Consider recommendations relating to the Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund created as a result of the American Recovery and Reinvestment Act of 2009.

Possible future action by the Board of Supervisors:

- a. Approve the Agency's request to recognize revenue and associated expenditure appropriation in the amount of \$55,495,340 for the period October 1, 2008 through September 30, 2010.
- b. Approve delegation of authority to the Director of Social Service Agency, or designee, to negotiate, execute, amend and terminate contracts with various providers relating to the TANF ECF for the period July 1, 2009 through September 30, 2010, which may be increased during the time period if additional revenue is available for an increased financial obligation, following approval by County Counsel as to form and legality, and approval by the Office of the County Executive. Delegation of authority shall expire on September 30, 2010.
- c. Introduction and preliminary adoption of Salary Ordinance NS-5.09.90 amending Santa Clara County Salary Ordinance No. NS-5.09 relating to the compensation of employees adding thirty seven (37) funded unclassified positions - - - ten (10) Employment Counselor (Z16) positions; five (5) Senior Health Services Representative (D1G) positions; four (4) Client Service Technician (D7F) positions; four (4) Office Specialist III (V31) positions; two (2) Management Analyst (W1P) positions; one (1) Employment Program Supervisor (Q22) position; two (2) Senior Management Analyst (W1N) positions; two (2) SSA Application & Development Specialist Employment Services (P72) positions; one (1) Senior Accountant (Q72) position; one (1) Management Analyst/Associate Management Analyst B (W1P/W1R) position; four (4) Accountant Assistant (U91) positions; and one (1) Administrative Assistant (U38) position for the period July 1, 2009 through September 30, 2010.

## **FISCAL IMPLICATIONS**

There is no known negative impact to the County General Fund associated with approval of the Recommended Action.

The State has advised counties they will not issue "TANF ECF allocations." The State will allow each county to draw down 80% to cover increased TANF/CalWORKs expenditures, and requires counties provide a 20% match. The initial revenue advance is scheduled for release in June 2009 to enable counties to expedite services to low-income and needy families.

The 20% match is achievable as ARRA TANF ECF regulations permit third party expenditures are allowable matching funds, such as vendors' reduced pricing for incentive purchases, and providers' and employers' expenditures incurred in support of the Subsidized Employment Program and not paid from federal funds. Also, the Agency's current overhead and administration costs, which will have a proportional share distributed to TANF ECF, can be used for the 20% match requirement. In addition, current CalWORKs Single Allocation eligibility and employment expenditures can be used to achieve the 20% match requirement.

The TANF ECF requirements stipulate reimbursement is only for "increased" TANF CalWORKS expenditures, and counties must maintain the base year expenditure level. The State established FY 2006 – FY 2007 as the year by which a county's "base expenditure level" would be established for specified expenditures. In FY 2006 – FY 2007, the Agency did not have a Subsidized Employment Program, and the expenditures that potentially might meet the criteria for eligible expenditures for inclusion in the base expenditure level are minimal (\$0 - \$1,200,000). The Agency is awaiting additional clarification for the State regarding potential expenditures for the base expenditure level.

The Agency's initial TANF ECF funding request is \$55,495,340 for the period October 1, 2008 through September 30, 2010 - - \$15,080,000 for Basic/Non-Recurrent Short Term Benefits, \$8,767,320 for Subsidized Employment Program Services, \$25,419,874 for Subsidized Employment Wages and Taxes, and \$4,841,809 for thirty-seven (37) funded unclassified positions, and \$1,386,337 for potentially eligible TANF expenditures incurred in FY 2009. The funding level is subject to change after additional information identifying other allowable expenditures is received from the State.

The preliminary distribution of the requested funding follows:

Program Category	Projected Funding Levels			
	FY 2009 *	FY 2010 *	FY 2011 *	Total
Basic/Non-Recurrent Short Term Benefits	to be determined	\$12,064,000	\$ 3,016,000	\$15,080,000
Subsidized Employment Program Services	to be determined	\$ 7,013,856	\$ 1,753,464	\$ 8,767,320
Subsidized Employment Wages and Taxes	\$ -	\$15,871,474	\$ 9,548,400	\$25,419,874
County Staffing (37 positions and benefits)	to be determined	\$ 3,812,448	\$ 1,029,361	\$ 4,841,809
Subtotal	to be determined	\$38,761,778	\$15,347,225	\$54,109,003
<b>TOTAL</b>	\$ 1,386,337	\$38,761,778	\$15,347,225	\$55,495,340
<p>* The FY 2009 amount reflected is an estimate, pending completion of identification of possible expenses which the Agency may "elect" to transition from the CalWORKs Single Allocation claims to the TANF ECF claim. The FY 2010 and FY 2011 funding levels will be adjusted based on actual FY 2009 amounts transferred from CalWORKs Single Allocation claims to TANF ECF claims.</p>				

A portion of the requested \$55,495,340 will be used for FY 2009 TANF ECF eligible expenditures incurred from October 1, 2008 through June 30, 2009. The FY 2009 expenditures were claimed against the CalWORKs Single Allocation and will be redirected and claimed against TANF ECF. The Agency is in the process of identifying the FY 2009 TANF ECF eligible expenditures and will have additional information after receiving expenditure and revenue claiming information from the State. Also, the potential positive impact to the State and county share of categorical aids associated with clients who may "income out" of the eligibility criteria from earning wages will not be available until mid-year FY 2010.

## **REASONS FOR RECOMMENDATION**

Funding through ARRA TANF ECF was authorized for the 24 month period October 1, 2008 through September 30, 2010 and provides \$5 billion nationwide, of which \$1.8 billion was allocated to California. Due to the time-limited nature of ARRA funding, with only sixteen months (16) remaining in the funding period, the state has advised counties to proceed with program activities to ensure the “one-time” federal funds are distributed to serve the needy in our communities prior to the September 30, 2010 deadline.

Recognizing the need to immediately launch program services to ensure needy clients receive the “time-limited” TANF ECF benefits, the Agency is submitting its preliminary multi-tiered approach to implement the TANF ECF program services prior to the Board of Supervisors’ summer recess. The urgency associated with the time-limited funding, necessitates the Agency add thirty-seven (37) funded unclassified positions to develop policies, procedures, and mechanisms to serve more than 17,000 clients and needy residents prior to funding termination on September 30, 2010. The magnitude of the funding level of \$55,495,340 requires the Agency enhance fiscal operations to ensure compliance with the stringent federal financial controls and assurances associated with the distribution and verification of ARRA funds and required matching funds.

While this funding offers low income parents new opportunities to achieve stability and employment, this funding does not come without significant accountability and reporting requirements. The magnitude of the funding level of \$55,495,340 requires the Agency enhance fiscal operations to ensure compliance with the stringent federal financial controls and assurances associated with the distribution and verification of the ARRA funds and required matching funds.

At this time, the allowable uses of the TANF ECF are limited; indeed, the bulk of this request is for wage subsidies or for direct client expenses. Currently, the Agency’s TANF ECF program services does not include counseling or treatment services as the State interpretation of TANF ECF funding does not support counseling or treatment type services such as domestic violence counseling or drug treatment services. California Welfare Directors’ Association (CWDA) is seeking to expand the use of these funds to allow these needed services, and the Agency will adjust program services should approval for counseling or treatment services occur.

As previously reported to the Board, the demand for human service programs has surged dramatically as this county experiences one of the worst economic downturns in decades. Applications in district offices have significantly increased, resulting in longer wait times before an applicant/family is deemed eligible and receives services. Board approval of the

Recommended Actions will allow the Agency to respond to this increased need by offering a wider array of services to both current CalWORKs families and to those families who are struggling to make ends meet but do not yet qualify for services.

TANF ECF allows counties to draw down 80% of allowable expenditures for increased CalWORKs expenditures in three categories:

**Basic Assistance:** The term basic assistance may include “cash, payments, vouchers, and other forms of benefits designed to meet a family’s ongoing basic needs.” Child care and on-going transportation costs and other supportive services are not allowable services. Examples of basic assistance include: rental subsidies, ongoing food assistance, and ongoing utility payments, household goods, personal care items, and general incidental expenses. Currently, only families who are otherwise receiving assistance under the State’s TANF program appear to be eligible; this population includes CalWORKs participants, sanctioned participants, adults on safety net cases where the child(ren) are still aided, and Kin-GAP participants. The CWDA is seeking to include non-custodial parents of CalWORKs children.

**Non-Recurrent, Short-Term Benefits:** Non-recurrent benefits are characterized as payments designed to address a specific crisis situation, are not intended to meet recurrent or ongoing needs, and do not extend beyond four months. Examples of non-recurrent short-term benefits include: eviction/foreclosure prevention, move-in costs, rent subsidies, emergency shelter, emergency food, utility shut off prevention, and one-time back-to-school expenses. Currently, this benefit category is limited to families that can receive services under the CalWORKs allocation. However, the California Welfare Directors’ Association (CWDA) is seeking to include families with children with income under 200% of federal poverty level and all CalWORKs families.

**Subsidized Employment:** Subsidized employment involves providing a wage supplement to employers who employ parents receiving TANF cash assistance, and allows parents who are less marketable in the labor market to gain work experience and build skills on the job. The intent is that parents in subsidized employment will transition into non-subsidized placement. Employment positions can be in the private, public or non-profit sector and are not time-limited. This category is also limited to families that can receive services under the CalWORKs allocation. However, CWDA is seeking to include families with children with income under 200% of federal poverty level and all CalWORKs families.

## **TANF ECF Phase I**

### **A. Basic Assistance/Non-Recurrent Short Term Benefits**

Currently, the Agency's Department of Employment & Benefit Services (DEBS) staff has limited ability to provide clients with additional basic assistance services beyond basic aid payments. One notable exception has been the availability of grocery store gift certificates to Employment Services' clients who earn these certificates as a monthly incentive. DEBS staff has slightly more latitude to provide emergency services to families, including one-time homeless assistance, expedited food stamps, emergency shelter or hotel vouchers, limited school supplies, and other job related expenses.

In Phase 1, the Agency proposes a combination of service strategies to provide basic assistance to CalWORKs clients who are in compliance and actively striving to become self-sufficient, and non-recurrent short term benefits to CalWORKs eligible applicants and clients. Under this proposal, DEBS staff would be able to extend payments for basic assistance items (such as rent subsidy, utility payments, food assistance), or to deal with specific crisis situations (furniture assistance, back to school expenses, emergency shelter, first/last/deposit) for eligible persons including Child Welfare families who are income eligible. In these unprecedented economic times, the Agency is requesting that community organizations that have previous contractual arrangements with the County and expertise with this population be awarded contracts for services (see Attachment A for list of organizations). This would allow for immediate distribution of services within the remaining funding period of sixteen (16) months. Pending the exploration of system and resource limitations, the Agency may determine that the use of community contracts would provide a more efficient mechanism for implementation.

Following State adoption to expand the eligibility criteria to include families with children under 200% of federal poverty level (needy families), the Agency's service contracts will be broadened to serve the additional population during Phase I and Phase II of the TANF ECF Program.

### **B. Subsidized Employment**

Subsidized employment has been a county employment and training activity CalWORKs within welfare-to-work programs for many decades, and proved to be consistently effective among hard to serve populations. Subsidized employment means the employer receives a

subsidy to offset some or all of the wages and costs of training and employing an individual. The participant is paid wages and receives the same benefits as other employees doing similar work, but not displacing employees. Employment positions can be in the private, public, or non-profit sector. Employers selecting Subsidized Employment employees provide short-term training for a time-limited duration. This work experience is integrated with other services such as intensive job search and college studies, which support the goal of unsubsidized employment.

In January 2009, CalWORKs Employment Services (CWES) implemented a subsidized employment program for 200 CalWORKs clients who were within their last 12 months on aid. Placements have been at non-profit agencies that have an employment infrastructure and are experienced in working with short-term entry level workers. The County and our contractor, Foothill-DeAnza Community College, have placed 66 clients into subsidized employment throughout the county to date.

The Agency proposes to expand the existing subsidized employment program, with a goal of maintaining up to 2,500 slots each month through September 2010. This slot number assumes all proposed populations will be approved for TANF ECF activities. Consistent with the goals of the TANF ECF, the primary objective of the Subsidized Employment Program is to provide an immediate source of income for low-income families. The Agency has developed a three-tiered approach to include both aided CalWORKs clients and those households at 200% of federal poverty level with a dependent child including non-custodial parents (pending state approval).

### **Tier 1: Active CalWORKs Clients Engaged in Unpaid Work Experience**

CalWORKs clients are currently required to participate in unpaid work experience while attending school. With the advent of ECF funds, all unpaid work experience will be converted to paid minimum wage positions in the non-profit sector for up to 20 hours per week. All Agency approved education sites will be offered additional funding to absorb the time spent to locate these job sites and supervise the activity.

### **Tier 2: CalWORKs Timed Out and Safety Net Populations**

The Agency seeks to expand and modify the current Transitional Subsidized Employment (TSE) program with Foothill/DeAnza College to begin offering this service to the CalWORKs and TANF Safety Net population. Subsidized employment would be full time for \$12-15 per hour at either private or non-profit employers for 6-9

months. The Agency is planning to serve approximately 400 clients in this category over the course of the next 16 months.

### **Tier 3: Needy Family Populations**

Following State approval to include needy families, the Agency would seek to modify the existing TSE contract to provide full-time subsidized employment slots at private or non-profit employers for a 6 to 9 month period, and add the associated expenditures and revenue.

### **TANF ECF Phase II**

Following additional program instructions from the State, the Agency will issue competitive requests for proposals to augment services and fill unmet needs. The Agency is concurrently meeting and expanding its relationship with the two local WIA organizations, the City of San Jose Work2Future and NOVA, and the Employment Development Department in an effort to collaborate and expand short-term training and workforce development in the community.

### **BACKGROUND**

#### **Program Staffing**

The Agency is requesting to add thirty-seven (37) funded unclassified positions from July 1, 2009 through September 30, 2010 - - twenty-seven (27) positions within the Department of Employment and Benefit Services (DEBS), and ten (10) positions within Financial Management Services (FMS) to ensure adherence to the stringent financial perimeters associated with ARRA expenditures and matching funds requirements.

The staff will be needed immediately to establish the policies, procedures, and processes necessary to identify eligible clients for each TANF ECF component and identify and prepare worksites for the Subsidized Employment Program; to identify and process TANF ECF eligible expenditures from October 1, 2008 through June 30, 2009; and to establish benefit issuance and expenditure claiming and revenue recovery procedures to disburse millions of dollars in benefits within a time-limited funding period.

The DEBS funded unclassified positions will manage and coordinate the Subsidized Employment Program serving up to 2,500 slots per month at employer worksites across the county, including selecting employer locations, identifying and matching clients with employers' needs, assisting employers to address concerns throughout the work transition

phase, assisting clients in preparing and obtaining equipment, supplies, makeover training, and other necessities to be successfully in the workplace. In addition, the DEBS funded unclassified positions will be responsible for serving more than 17,000 clients eligible for the TANF ECF Non-Recurrent Short-Term Benefits, including identifying those in crisis situations and determining and coordinating appropriation intervention. Intervention could include referral to an Emergency Assistance Network Provider or Food Bank, arranging rent subsidies or emergency shelter, interceding to prevent utility shut off, or other emergency intervention activities. Also, the DEBS positions will support activities associated with TANF ECF Basic Assistance including cash aid or other supportive services and forms of benefits to meet the clients' ongoing basic needs. A special effort will be made to link TANF ECF housing benefits to that offered by city, county, and community housing programs to reduce homelessness through housing stabilization.

The FMS funded unclassified positions will be responsible for developing, implementing, and managing new financial and accounting policies and processes required to comply with TANF ECF expenditure claiming and revenue recovery of the \$55,495,340 and the development of processes and procedures for the financial validation and reconciliation of the 20% required match eligible CalWORKs Single Allocation expenditures, and from third parties (i.e. vendors, providers, employers, community organizations, etc.). In addition, FMS positions may be "out-stationed" at DEBS Offices in North County, South County, and the Senter Road Complex to expedite issuance of Immediate Needs Warrants for the more than 17,000 clients eligible for TANF ECF Non-Recurrent Short-Term Benefits Program assistance, and to ensure appropriate financial oversight for millions of dollars in on-site payments. FMS positions will be responsible for directing the payroll service company selected for Subsidized Employment Program which will serve clients in the Subsidized Employment Program up to 2,500 slots per month. FMS staff will manage the payroll service company and address payroll discrepancies, overpayments, underpayments, and reconcile program-wide bi-weekly payroll financial statements. The FMS positions will be responsible for developing the capability to isolate, capture, verify and report client specific welfare benefit issuance information for clients who will "income out" of the aid program due to wages earned through the Subsidized Employment Program, identifying the resulting categorical aid cost reduction/savings for the both the State and County.

The Employee Services Agency (ESA) concurs with this recommended action. The Service Employees International Union (SEIU), Local 521, Administrative Para-professional, and Technical (APT), and Clerical Bargaining Units, and the County Employees Management Association (CEMA), Local No. 3, have been notified.

### **CONSEQUENCES OF NEGATIVE ACTION**

Negative action will result in delaying or preventing access to basic and emergency assistance, and employment opportunities leading to self-sufficiency for vulnerable families within the county.

### **STEPS FOLLOWING APPROVAL**

Forward a favorable recommendation from the Children, Seniors & Families Committee to the Board of Supervisors for consideration.

### **ATTACHMENTS**

- ARRA Emergency TANF ECF Attachment "A"

**Basic Assistance/Non-Recurrent**

<b>Agency</b>	<b>Activity</b>	<b>Amount 10/01/09 – 09/30/10</b>
<b>Outreach Family Transportation Services Program</b>	<p>Outreach and Escort Inc. currently assists CalWORKs participants and eligible families obtain a ride to work or school when their regular mode of transportation fails. Program services includes expansion of the Guaranteed Ride Program and Jump Start Program (car repair). Expanded services will include three new options - - Bike to Work and School (free bike distribution for adults including helmets, lights and safety equipment), Car Share Project (car rental program for 3 months for new workers) and My Car Project (vehicle purchase project).</p> <p>Outreach will provide the required 20% match from non-federal funding sources.</p>	\$1,080,000
<b>Emergency Assistance Network (EAN)</b>	<p>The EAN, administered by United Way, is comprised of eight organizations and serves families in financial crisis across the county. The TANF ECF funding of the EAN will be for direct services for working poor families facing unanticipated situations which are beyond their financial capability (rent increase, layoff, and debt assistance). Augmentation of EAN funding will expand assistance to help families in crisis.</p> <p>EAN has a viable structure in place to provide non-recurring assistance to both CalWORKs and low-income families as permitted through ARRA TANF ECF funds.</p> <p>EAN organizations will provide the required 20% match from non-federal funding sources.</p>	\$10,000,000
<b>Second Harvest Food Bank of Santa Clara and San Mateo Counties</b>	<p>Second Harvest Food Bank provides low-income families with immediate access to food assistance through their grocery bag and hot meal programs. Augmentation of Second Harvest Food Bank funding will provide additional food assistance to the needy in our community.</p> <p>Second Harvest Food Bank will provide the required 20% match from non-federal funding sources.</p>	\$4,000,000
<b>TOTAL BASIC/NON-RECURRENT</b>		<b>\$15,080,000</b>

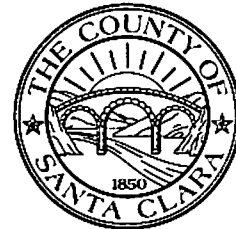
**Subsidized Employment**

Agency	Activity	Amount 10/01/09 – 09/30/10
<p><b>Educational Providers</b></p> <p><u>Colleges</u>                      Foothill/DeAnza Community College District                      Evergreen Valley College                      Gavilan College                      Mission Community College                      San Jose City College                      West Valley College</p> <p><u>Adult Education Sites</u>                      East Side Adult Education                      Metropolitan Adult Education                      Mt. View/Los Altos Adult Edu</p>	<p>Each campus will receive additional funding to provide Subsidized Employment program oversight and supervision, develop worksites, and coordinate the clients’ timecard payroll process.</p> <p>The educational providers will provide the required 20% match from non-federal funding sources.</p>	<p>\$1,287,000</p>
<p><b>Refugee Programs</b></p>	<p>Each provider will receive additional funding to provide Subsidized Employment program oversight and supervision, develop worksites, and coordinate the clients’ timecard payroll process.</p> <p>The Refugee Program providers will provide the required 20% match from non-federal funding sources.</p>	<p>\$150,000</p>
<p><b>Career Closet</b></p>	<p>Career Closet will provide personal care, hygiene, grooming counseling and assistance, including professional wardrobe selection, hair care, and makeup counseling. Career Closet will develop relationships with local department stores to ensure services for women, hard-to-serve women, and male clients. Approximately 1,000 clients will use this service.</p> <p>Career Closet will provide the required 20% match from non-federal funding sources.</p>	<p>\$225,000</p>
<p><b>Foothill DeAnza Community College District, Occupational Training Institute, Transitional Subsidized Employment</b></p>	<p>Amend TSE program to expand and amend service to include new populations, allow full time employment and to work with both non-profit and private employers. This contractor will pay clients through separate payroll service.</p> <p>Foothill DeAnza Community College District will provide the required 20% match from non-federal funding sources.</p>	<p>\$2,329,025</p>
<p><b>SSA Subsidized Program Services</b></p>	<p>Provide ancillary assistance to clients and their families to ensure successful placement. Assistance includes required work supplies or uniforms, school supplies for school age children, and other assistance as needed.</p>	<p>\$4,600,000</p>
<p><b>Payroll Service</b></p>	<p>Payroll services include bi-weekly payroll checks and annual W-2s for clients, annual IRS submittal, and bi-weekly payment reconciliation reports and documentation.</p>	<p>\$176,295</p>
<p><b>TOTAL SUBSIDIZED</b></p>		<p><b>\$ 8,767,320</b></p>



# County of Santa Clara

Social Services Agency



333 West Julian Street  
San Jose, California 95110-2335

June 2, 2009

**TO:** Supervisor Dave Cortese, Chairperson  
Supervisor George Shirakawa, Vice Chair  
Children, Seniors & Families Committee

**FROM:** Will Lightbourne, Director *Will Lightbourne*  
Social Services Agency

**SUBJECT:** American Recovery and Reinvestment Act of 2009 (ARRA) – TANF Emergency Contingency Fund Salary Ordinance Amendment NS-5.09.90 and Appropriation Modification No. 204

The Social Services Agency submitted a Transmittal to the Children, Seniors & Families Committee at the May 28, 2009 meeting. The Recommended Action as submitted on May 28, 2009 was to consider actions relating to the Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund created as a result of the American Recovery and Reinvestment Act of 2009 as follows:

- a. Approve the Agency's request to recognize revenue and associated expenditure in the amount of \$55,495,340 for the period of October 1, 2008 through September 30, 2010.
- b. Approve delegation of authority to the Director of Social Services Agency, or designee, to negotiate, execute, amend and terminate contracts with various providers relating to the TANF ECF for the period July 1, 2009 through September 30, 2010, which may be increased during the time period if additional revenue is available for an increased financial obligation, following approval by County Counsel as to form legality, and approval by the Office of the County Executive. Delegation of authority shall expire on September 30, 2010.
- c. Introduction and preliminary adoption of Salary Ordinance NS-5.09.90 amending Santa Clara County Salary Ordinance No. NS-5.09 relating to the compensation of employees adding thirty seven (37) funded unclassified positions - - ten (10) Employment Counselor (Z16) positions; five (5) Senior Health Services Representatives (D1G) positions; four (4) Client Service Technician (D7F) positions; four (4) Office Specialist III (V31) positions; two (2) Management Analyst (W1P) positions; one (1) Employment Program Supervisor (Q22) position; two (2) Senior Management Analyst (W1N) positions; two (2) SSA Application & Development Specialist Employment Services (P72) positions; one (1) Senior Accountant (Q72) position; one (1) Management Analyst/Associate Management Analyst B (W1P/W1R) position; four (4) Accountant Assistant (U91) positions; and one (1) Administrative Assistant (U38) position for the period July 1, 2009 through September 30, 2010.

Recommended Action (Item c.) is being revised. Upon further review of the proposed duties and responsibilities of the requested positions, Employee Services Agency (ESA) has determined that twenty-six (26) of these positions should be changed to more appropriately reflect the correct classifications and provide the addition of alternate staffing to expedite recruitment. This ARRA TANF Emergency Contingency funding only became available recently, and at the time of the CSFC Meeting the ESA review had not been completed.

The position changes are:

Original Request	Number of Codes	Revised Request Salary Ordinance Amendment (NS-5.09.90)	Number of Codes
D1G Senior Health Services Rep	5	Q96 Community Worker - U	5
Z16 Employment Counselor - U	10	Z27 Employment Counselor III - U	10
D7F Client Service Technician - U	4	D7F Client Service Technician - U or V31 Office Specialist III - U	4
P72 SSA App Dev Spec-Emp Svcs	2	Q93 SSA Appl Dvlpt Spec-Emp Svcs II - U or Q95 SSA Appl Dvlpt Spec-Emp Svcs I - U	2
V31 Office Specialist III - U	4	V31 Office Specialist III - U	4
U38 Administrative Assistant - U	1	V31 Office Specialist III - U	1

The remaining eleven positions are also included in NS-5.09.90 and are consistent with the positions proposed in the original CSFC transmittal. The cost submitted on May 28, 2009 for salary, benefits, and a percent share of administrative costs was \$4,841,809.00. The revised cost for salary, benefits and a percent share of administrative costs, based on the change in position classifications, is \$4,792,669.00, or a cost reduction of \$49,140.00.

Salary Ordinance Amendment NS-5.09.90 is attached for adoption and approval related to the addition of unclassified positions.

Recommended Action (Item a.) is being revised to adjust the total revenue and expenditure request from \$55,495,340.00 to \$55,446,200.00, a decrease of \$49,140.00. In FY 2009, the Agency will recognize \$62,675.00 in revenue for TANF ECF eligible activities and expenses, with no expenditure appropriation needed. The remaining TANF ECF funds of \$55,383,525.00, and associated revenue and expenditure appropriation, will be recognized in FY 2010.

As a result of the revisions outlined in this memorandum, the Social Services Agency is requesting the following Recommended Action be submitted to the Board of Supervisors during the Children, Seniors & Families Committee report out as follows:

#### RECOMMENDED ACTION

Consider recommendations relating to the Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund created as a result of the American Recovery and Reinvestment Act of 2009.

Possible Action:

- a. Authorize the County Executive's Office of Budget and Analysis to recognize \$55,383,525.00 in new revenue and expenditure authority in the FY 2010 budget relating to the TANF Emergency Contingency Fund.

- b. Approve delegation of authority to the Director of Social Services Agency, or designee, to negotiate, execute, amend and terminate contracts with various providers relating to the TANF Emergency Contingency Fund for the period July 1, 2009 through September 30, 2010, which may be increased during the time period if additional revenue is available for an increased financial obligation, following approval by County Counsel as to form legality, and approval by the Office of the County Executive. Delegation of authority shall expire on September 30, 2010.
- c. Introduction and preliminary adoption of Salary Ordinance No. NS-5.09.90 amending Santa Clara County Salary Ordinance No. NS-5.09 relating to the compensation of employees adding thirty seven (37) funded unclassified positions in the Social Services Agency - - ten (10) Employment Counselor III - U (Z27) positions; five (5) Community Workers – U (Q96) positions; four (4) Client Service Technician - U (D7F) or Office Specialist III - U (V31) positions; five (5) Office Specialist III - U (V31) positions; two (2) Management Analyst - U (W1P) positions; one (1) Employment Program Supervisor - U (Q22) position; two (2) Senior Management Analyst – U (W1N) positions; two (2) SSA Application Development Specialist for Employment Services II -U (Q93) or SSA Application Development Specialist for Employment Services I - U (Q95) positions; one (1) Senior Accountant – U (Q72) position; one (1) Management Analyst – U (W1P) or Associate Management Analyst B - U (W1R) position; and four (4) Accountant Assistant - U (U91) positions for the period July 1, 2009 through September 30, 2010. Positions shall expire on September 30, 2010. (Roll Call Vote to Waive Reading, Roll Call Vote to Adopt)

WL:SD

cc: Gary Graves, Acting County Executive  
Ann Miller Ravel, County Counsel  
Luke Leung, Deputy County Executive

Attachment: Salary Ordinance Amendment NS-5.09.90

ORDINANCE NO. NS-5.09.90

AN ORDINANCE AMENDING SANTA CLARA COUNTY ORDINANCE NO. NS-5.09 RELATING TO THE COMPENSATION OF EMPLOYEES

The Board of Supervisors of the County of Santa Clara ordains as follows:

SECTION 1:

In SECTION 44 – SOCIAL SERVICES AGENCY - BU 501, the following shall be added:

- 4 U91 Accountant Assistant - U
- 4 D7F Client Services Technician – U
- OR V31 Office Specialist III - U
- 10 Z27 Employment Counselor III – U
- 1 Q22 Employment Program Supervisor - U
- 2 W1P Management Analyst - U
- 1 W1P Management Analyst - U
- OR W1R Associate Management Analyst – B – U
- 5 V31 Office Specialist III - U
- 1 Q72 Senior Accountant - U
- 5 Q96 Community Worker – U
- 2 W1N Senior Management Analyst – U
- 2 Q93 SSA Application & Development Specialist Employment Svcs II - U
- OR Q95 SSA Application & Development Specialist Employment Svcs I - U

SECTION 2:

This Ordinance shall take effect June 24, 2009. This Ordinance shall be implemented on July 1, 2009. Section 1 of this Ordinance shall expire on September 30, 2010 at 11:59 p.m.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Clara, State of California, this \_\_\_\_\_ by the following vote:

- AYES: Supervisors,
- NOES: Supervisors,
- ABSENT: Supervisors,

\_\_\_\_\_  
Liz Kniss, President  
BOARD OF SUPERVISORS

Signed and certified that a copy of this document has been delivered by electronic or other means to the President, Board of Supervisors.

Attest:

\_\_\_\_\_  
Maria Marinos  
Clerk of the Board of Supervisors