

Section 1 Purpose

NAPA COUNTY DEPARTMENT OF CHILD SUPPORT SERVICES  
AND  
NORTH COAST REGIONAL DEPARTMENT OF CHILD SUPPORT  
SERVICES  
FIRST AMENDMENT TO MEMORANDUM OF UNDERSTANDING FOR  
CASE MANAGER SERVICES  
November 1, 2021 THROUGH 6/30/2022

This First Amendment to Memorandum of Understanding for Case Manager Services is entered into between the Napa County Department of Child Support Services, hereinafter called NAPA, and the North Coast Regional Department of Child Support Services, hereinafter called NORTH COAST. The effective date of this agreement is the date on which it is signed by all parties.

**WHEREAS**, NCRDCSS desires to obtain certain services of a Child Support Specialist (CSS) familiar with the Child Support Enforcement Program, in addition to the CSS obtained pursuant to the underlying agreement (hereinafter "Agreement"), in order to work directed reports and activities while NORTH COAST is hiring and training new employees; and

**WHEREAS**, NAPA desires to offer the services of a total of two CSSs to assist NORTH COAST; and

**WHEREAS**, NAPA and NORTH COAST desire for the underlying agreement and this amendment to be extended for an additional fiscal year; and

**WHEREAS**, the Child Support Enforcement Program is funded by the state and Local Child Support Agencies such as NAPA and NORTH COAST are encouraged to share services; and

**WHEREAS**, NAPA and NORTH COAST now wish to add this First Amendment, amending sections 1, 3, and 26 of the Agreement; and

**NOW, THEREFORE**, the parties agree as follows:

1. Section 1 is hereby amended to read as follows:

1. NAPA will provide the services of two CSSs to NORTH COAST equal to 80 hours each week or alternative schedules as agreed upon by both Directors.

The CSSs provided by NAPA to NORTH COAST pursuant to this agreement shall be familiar with child support establishment and enforcement, including relevant laws, policy and procedures.

Both NAPA and NORTH COAST shall be responsible for supervising the CSS provided by NAPA for quality assurance, meetings, tracking, compliance issues or other duties as needed.

All terms of the Agreement relating to or referencing the CSS will be understood to apply to both CSSs to be provided by NAPA pursuant to the Agreement and this Amendment.

2. Section 3 is hereby amended to read as follows:

3. NORTH COAST will be responsible for the salary and benefits of two Child Support Specialist IIs FFY 2021-2022 and 2022-2023.

NAPA will provide actual hours worked on behalf of NORTH COAST to NORTH COAST and California Department of Child Support Services on a monthly basis.

There will be no billing or reimbursement between NAPA and NORTH COAST. DCSS shall allocate the costs of work performed by the Napa employees on behalf of NORTH COAST to NAPA.

The total value of services rendered by NAPA under this contract shall not exceed \$138,301 through 6/30/2022 and \$243,000 for July 1, 2022 through June 30, 2023.

3. Section 26 is hereby amended to read as follows:

26. This agreement shall be in effect from the date of execution by all parties to June 30, 2023, unless written notice to terminate is given by either party to the other at least thirty (30) days prior to the date of termination. Either party may terminate this agreement without cause upon thirty (30) days advance written notice which states the effective date of the termination.

**Signatures**

**IN WITNESS WHEREOF**, the parties hereto by their duly authorized representatives have affixed their hands on the day and year first above written.

Janet Nottley

Janet Nottley, Director  
Napa County Department of Child Support Services

4/4/22

Date

Bennett Hoffmann

Bennett Hoffmann, Director  
North Coast Regional Department of Child Support Services

4.4.2022

Date

Emily Jernigan

Emily Jernigan, Regional Administrator  
California State Department of Child Support Services

4.4.2022

Date

**Signatures County of Napa (continued)**

**Approved as to form:**

Rachel L. Ross (e-signature)

Rachel Ross, County Counsel  
County of Napa

March 17, 2022

Date

Ryan Gregory, Chair Board of Supervisor

Date

**Signature:** Bennett Hoffmann

**Email:** bhoffmann@co.humboldt.ca.us

**Signature:** Emily Jernigan

Emily Jernigan (Apr 4, 2022 09:57 PDT)

**Email:** emily.jernigan@dcss.ca.gov

**Signature:** Janet Nottley

Janet Nottley (Apr 4, 2022 10:00 PDT)

**Email:** janet.nottley@countyofnapa.org