



COUNTY OF HUMBOLDT

For the meeting of: 5/13/2025

File #: 25-570

To: Board of Supervisors

From: DHHS: Social Services

Agenda Section: Consent

Vote Requirement: Majority

SUBJECT:

Privacy and Security Agreement with the California Department of Social Services Regarding Access to Personally Identifiable Information for the Purpose of Administering Various State and Federal Social Services Programs within Humboldt County Through September 2028

RECOMMENDATION(S):

That the Board of Supervisors:

1. Waive the requirements of the Humboldt County Nuclear-Free Ordinance with regard to the attached privacy and security agreement with the California Department of Social Services; and
2. Approve, and authorize the Department of Health and Human Services - Social Services Director, or a designee thereof, to execute, the attached privacy and security agreement with the California Department of Social Services regarding access to personally identifiable information for the purpose of administering various state and federal social services programs within Humboldt County for the period of May 13, 2025 through Sept. 1, 2028; and
3. Authorize the Department of Health and Human Services - Social Services Director, or a designee thereof, to execute any and all subsequent amendments to, and any other agreements, certifications, attestations and documents directly associated with, the attached privacy and security agreement with the California Department of Social Services, after review and approval by County Counsel, Risk Management and the County Administrative Office; and
4. Direct the Clerk of the Board to provide the Department of Health and Human Services - Contract Unit with one fully executed certified copy of the Board order related to this item.

STRATEGIC PLAN:

The recommended actions support the following areas of the Board of Supervisors' Strategic Plan:

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:

The Humboldt County Department of Health and Human Services - Social Services (DHHS - Social Services) utilizes the Medi-Cal Eligibility Data System and Income and Eligibility Verification System to access personally identifiable information in order to administer various state and federal social services programs, including, without limitation, the CalFresh, California Work Opportunity and Responsibility to Kids, Foster Care and General Relief programs, within Humboldt County. Personally identifiable information consists of any information used to identify an individual, including, but not limited to, a person's name, social security number, date of birth, driver's license number or identification number and any other medica, educational, financial and employment information that is linkable to a particular individual.

The attached privacy and security agreement with the California Department of Social Services strives to ensure the privacy and security of personally identifiable information used to administer various state and federal social services programs within Humboldt County. Pursuant to the terms of the attached privacy and security agreement with the California Department of Social Services, DHHS - Social Services staff may use or disclose personally identifiable information only to perform functions, activities or services directly related to the administration of specific state and federal social services programs. DHHS - Social Services staff must be trained on the requirements applicable to safeguarding personally identifiable information within 30 days after employment and on an annual basis thereafter. DHHS - Social Services has established, and will maintain, policies and procedures regarding ongoing monitoring of workforce and technical compliance with the terms and conditions of the attached privacy and security agreement with the California Department of Social Services.

Accordingly, DHHS - Social Services recommends that the Board approve, and authorize the DHHS - Social Services Director, or a designee thereof, to execute, the attached privacy and security agreement with the California Department of Social Services regarding access to personally identifiable information for the purpose of administering various state and federal social services programs within Humboldt County for the period of May 13, 2025 through Sept. 1, 2028. Staff also recommends that the Board authorize the DHHS - Social Services Director, or a designee thereof, to execute any and all subsequent amendments to, and any other agreements, certifications, attestations and documents directly associated with, the attached privacy and security agreement with the California Department of Social Services, after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in accessing personally identifiable information.

SOURCE OF FUNDING:

Social Services Fund (1160- 511), California Department of Health Care Services

FINANCIAL IMPACT:

There are no direct costs associated with the attached privacy and security agreement with the California Department of Social Services. Indirect cost related to the operation and maintenance of the security safeguards required by the attached privacy and security agreement, including, without limitation, upgrades to DHHS - Social Services' technological network, vary from year to year and are fully reimbursed by the California Department of Health Care Services. Expenditure appropriations related to the attached privacy and security agreement with the California Department of Social Services have been included in the approved fiscal year 2024-2025 budget for DHHS - Social Services budget unit 1160-511.

STAFFING IMPACT:

Approval of the attached privacy and security agreement with the California Department of Social Services will not impact current staffing levels.

OTHER AGENCY INVOLVEMENT:

California Department of Health Care Services; Social Security Administration

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board of Supervisors may choose not to approve the attached privacy and security agreement with the California Department of Social Services regarding access to personally identifiable information for the purpose of administering various state and federal social services programs within Humboldt County. However, this alternative is not recommended since the federal government requires the California Department of Social Services to enter into the attached privacy and security agreement with all California county Health and Human Services Departments that are responsible for administering certain state and federal social services programs.

ATTACHMENTS:

1. Privacy and Security Agreement with the California Department of Social Services Regarding Access to Personally Identifiable Information for the Purpose of Administering Various State and Federal Social Services Programs within Humboldt County

PREVIOUS ACTION/REFERRAL:

Meeting of: 8/23/16; 3/21/17; 7/30/19

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File No.: 16-6111; 17-1620; 19-1021