COUNTY OF HUMBOLDT

For the meeting of: 7/14/2026

File #: 26-509

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Departmental

Vote Requirement: 4/5th

SUBJECT:
Approval of the Fixed Asset and Budget Adjustment for Electrical Improvements and Internet Connection at 2440 6th Street in the Amount of $62,500 (4/5 Vote Required)

RECOMMENDATION(S):
That the Board of Supervisors:
1. Approve the creation of a fixed asset line item for the improvement of electrical and internet connections for the training room at 2440 6th Steet, Eureka; and
2. Approve the budget appropriation transfer in fund 1160 budget unit 508 Child Welfare Services in the amount of $62,500 (4/5 Vote Required).

STRATEGIC PLAN:
This action supports the following areas of your Board's Strategic Plan providing community-appropriate levels of service and creating opportunities for improved safety and health.

Area of Focus: Safe & Healthy Communities
Strategic Plan Category: 9999 - Core Services/Other

DISCUSSION:
California Department of Social Services (CDSS) requires that county-administered Child Welfare Services (CWS) programs utilize a single statewide case management system. This single statewide system is utilized for all areas of child welfare practice, including but not limited to: reports made to child welfare hotlines, child abuse/neglect investigations, all case management services, resource home approval and licensing and adoption services. In October of 2026, California will be launching a new, modern case-management system, replacing the existing system, which has been in place since 1997. The new system will be called the CWS - California Automated Response and Engagement System, also known as CWS-CARES. The switchover from the current statewide system to the new more modern system will allow for additional features and benefits to be introduced. The switchover will require that all CWS employees participate in extensive computer-based training and onboarding to the new system prior to the go-live date. Readiness for implementing this new system is paramount to a seamless transition. CWS has approximately 200 current users to train to the new CWS-CARES system, and all new employee cohorts will be required to complete hands-on computer-based training to the CWS-CARES system.

As part of the statewide implementation and training plan for CWS-CARES, local CWS offices are required to accommodate immersive training in on-site classroom computer labs. In order to provide the necessary training to all CWS employees during the statewide established training period, Humboldt County CWS will need a computer classroom that can accommodate 25 students and will need to host several training sessions prior to the October 2026 go-live date. CWS offices are not currently equipped with a computer classroom of this size. A room at the main CWS office at 2440 6th Street, Eureka has been identified to accommodate a computer lab for 25 students, but it requires the electronical and internet connection upgrades in this project in order to meet the needs.

CWS has explored multiple alternatives to a dedicated computer lab, but due to internet connection and classroom size requirements, as well as other necessary training components, such as projecting the trainer's screen, a viable solution was not identified.

CDSS has recognized that to meet the CWS-CARES training requirements counties may need to purchase equipment and update sites and have provided a mechanism to update our annual electronic data processing plan to allow for federal reimbursement.

Additionally, the Social Services Branch (SSB) Training Unit is in the process of relocating to, and co-locating with CWS at the 2440 6th Street location. The SSB Training Unit will also need a dedicated computer training lab for holding SSB Eligibility induction classes. This project will allow both CWS and SSB Eligibility to provide necessary in person computer-based trainings to new and current staff.

The request to create the fixed asset line item in fiscal year (FY) 2026-27 will allow DHHS to partner with Public Works to complete this project. The completion schedule of work is necessary to meet the intensive CWS-CARES training timeline, which will commence in August 2026.

SOURCE OF FUNDING:
Fund 1160 - 508 Child Welfare Services, 507075 - 2011 Realignment, 507000 State Welfare Administration, and 526000 Federal Welfare Administation

FINANCIAL IMPACT:

Expenditures (1160, 508)	**FY26-27**
Budgeted Expenses	$62,500
Additional Appropriation Requested	
Total Expenditures	$62,500

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

Funding Sources (1160, 508)	**FY26-27**
State/Federal Funds	$62,500
Total Funding Sources	$62,500

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

Narrative Explanation of Financial Impact:
The appropriation transfer before your Board today will reduce the budget in office supplies and support and care of persons to create the fixed asset line item. Office supplies and support and care of persons expenses are based on program driven needs. The program will need to reduce their expenditures in these areas to allow for the creation of this fixed asset. Other line items in the approved budget for FY 2026-27 relate to operation and obligated expenditures and cannot be reduced at this time. Approval of the budget appropriation will decrease budgeted funds for office supplies and support and care of persons to create the fixed asset line item in the amount of $62,500 for no net increase in the overall budget.

The expenses for the electrical up grade and internet ports will be reported on the County Expense Claim. The project will benefit both CWS and the benefits training unit which will utilize the training room for eligibility induction classes. The expenses will be reimbursed through federal, state and local funds. The CWS portion will be 25% of the total cost and will be reimbursed at 50% ($7,813) federal funds and 50% ($7,812) realignment. The benefit induction training portion will be 75% of the total cost and split across Medi-Cal (36%), CalFresh (35%) and CalWORKs (4%) and reimbursed at 17% federal, 25% state funds, 48% Department of Health Care Services (DHCS) funds and 10% realignment. The overall reimbursement will be as follows $15,781 federal, $11,485 state, DHCS $22,500 and $12,734 realignment.

STAFFING IMPACT:
There is no staffing impact.

OTHER AGENCY INVOLVEMENT:
Public Works

ALTERNATIVES TO STAFF RECOMMENDATIONS:
The Board could choose not to approve the project, related fixed asset line item, and budget appropriation. However, that is not recommended as CWS and SSB would not have the necessary infrastructure to meet the needs of training staff to the state required case management systems.

ATTACHMENTS:
Attachment 1: Appropriation Transfer

PREVIOUS ACTION/REFERRAL:
Meeting of: N/A
File No.: N/A