



Lakeside Plaza Building
 1401 Lakeside Drive, Suite 500
 Oakland, CA 94612-4305
 TDD: (510) 272-3703

February 4, 2025

Honorable Board of Supervisors
 County of Alameda
 1221 Oak Street, Suite 536
 Oakland, California 94612-4305

SUBJECT: ADOPT: 1) SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021 SIDELETTER AMENDMENT FOR CASELOAD SIZE STANDARDS IN THE SOCIAL SERVICES AGENCY AND 2) SALARY ORDINANCE AMENDMENT TO ADD NEW SUBSECTIONS 3-18.50 AND 3-13.23

Dear Board Members:

RECOMMENDATIONS:

1. Adopt an amendment to the Sideletter of Agreement (“SLA”) between the County of Alameda (“County”) and the Service Employees International Union, Local 1021 (“SEIU”) (collectively, “the Parties”) in the 2022-2026 Memorandum of Understanding regarding caseload size standards for the classifications of Child Welfare Worker (“CWW”) I and CWW II (Job Codes (“JCs”) 6740 and 6745, respectively) in the Social Services Agency (“SSA”), Department of Children and Family Services (“CFS”) to: a) decrease the caseload size standards for 10 CFS programs and b) replace the current premium pay structure by increasing premium pay when a CWW I/II’s assigned caseload size exceeds the standards; and
2. Adopt a Salary Ordinance amendment to update Article 3:
 - i. Section 3-18 (Social Services Agency) to add new subsection 3-18.50 to establish a premium pay of \$160 per pay period for employees in the classifications of CWW I and CWW II (JCs 6740 and 6745, respectively) who exceed the caseload size standard, as outlined in the SLA, for their respective assigned program effective March 16, 2025, and
 - ii. Section 3-13 (Human Resource Services) to add new subsection 3-13.23 to establish a footnote for one (1) employee in the classification of Benefits Accountant (JC 0267) in the Human Resource Services’ Employee Benefits Center (“EBC”), when assigned to perform lead responsibilities shall receive an additional five percent (5%) compensation of the base pay effective March 2, 2025, and will be reviewed by the Director of Human Resource Services on or before January 2027, and annually thereafter.

DISCUSSION/SUMMARY:

In October 2023, at the request of SEIU, the Parties met to discuss caseload size standards for CWW Is and CWW IIs in SSA. And, on November 21, 2024, after holding ten (10) meetings, the Parties reached agreement to reduce the caseload size standards for 10 of the 23 CFS programs and adjust the premium pay from incremental compensation over a period of time, to a flat amount of \$160 per pay period. Staff recommends that your Board adopt the attached SLA which reflects the agreed upon changes.

In addition, staff recommends amending the Salary Ordinance to update Article 3, Section 3-18 (Social Services Agency), to add new subsection 3-18.50 to establish the premium pay of \$160 per pay period when employees in the

classifications of CWW I and CWW II (JCs 6740 and 6745, respectively) exceed the caseload size standard in their respective CFS program, effective March 16, 2025.

Lastly, staff conducted a review and analysis of additional duties currently being assigned to one (1) employee in the classification of Benefits Accountant (JC 0267) and determined that the duties assigned to said employee are outside the scope of their classification. Specifically, in addition to their regular assignment, the employee provides lead responsibilities including technical accounting oversight, training, and daily resources and support to the first-line supervisor. Based on the review and findings, staff recommends a footnote of five percent (5%) additional compensation of the base salary effective March 2, 2025 as outlined in the attached Salary Ordinance amendment. Further, the added provision will be reviewed by the Director of Human Resource Services on or before January 2027, and annually thereafter.

SELECTION CRITERIA:

N/A


FINANCING:

Funds are available in the 2024-2025 Approved Budget and will be included in future years' requested budgets to cover the costs resulting from the recommendations.

VISION 2026 GOAL:

The recommendations meet the 10x goal pathways of **Employment for All** in support of our shared vision of a **Prosperous and Vibrant Economy**.

Very truly yours,

DocuSigned by:

24C63D9E074A48D
Margarita Zamora, Director
Human Resource Services

cc: CAO
Auditor-Controller
Director, SSA

SIDELETTER OF AGREEMENT
 BETWEEN THE
 SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 1021
 AND THE
 COUNTY OF ALAMEDA

SIDELETTER OF AGREEMENT
 SOCIAL SERVICES AGENCY
 DEPARTMENT OF CHILDREN AND FAMILY SERVICES

This Sideletter of Agreement ("Sideletter") between the County of Alameda ("County") and the Service Employees International Union, Local 1021 ("SEIU") applies to employees in the classifications of Child Welfare Worker ("CWW") I/II (Job Code ("JC")s 6740/6745) in the Department of Children and Family Services ("CFS") of the Social Services Agency ("SSA").

- 1) **Labor Management Committee ("LMC"):** The LMC for CFS will meet at least once a month in accordance with Section 21. (Labor/Management Committee) of the 2022-2026 SEIU Memorandum of Understanding ("MOU") to develop and refine triage plans to monitor the outcomes of the legislative strategies and employee safety efforts set forth in this Sideletter and by mutual agreement whenever CWWs have caseloads that exceed the caseload size standard of their assigned program.
- 2) **Case Monitoring and Caseload Size Standards:** CFS is committed to reducing case assignments and effectively monitoring caseload sizes in order to promote quality and effective services. Therefore, the following are the caseload size standards for those CWWs who are assigned to one of the respective programs as their primary assignment:

Program	Caseload Size Standard
Adoptions Children	25
Court Finalization Unit	25
Dependency Investigation*	5 new cases, or 15 ongoing cases (including new cases)
Emergency Response Unit (ERU) (Field Workers) *	12**
Family Maintenance – Children	26
Family Maintenance – Family	18
Family Preservation (Reduce caseload by 1 family/2 children for each group they facilitate)	6 Families or 10 Children
Family Reunification	16
Guardianship (1 case credit each ongoing guardianship case (child); 1 case credit for each Child Protective Services (CPS) screening (guardian) and 6.4 case credit for each probate report assigned.)	90
Independent Adoption	21 Families
Independent Living Program (ILP)	26

Program	Caseload Size Standard
Informal Family Maintenance – Children	28
Informal Family Maintenance – Family	18
Kinship Unit	29
Permanent Youth Connection	26
Step-Parent Adoption	32 Families
Services to Enhance Early Development (SEED)	19
Placement	20
Post Permanency Unit (Includes Post Adoption Information Cases (PAIC), Age Reassessment, Adoption Assistance Program (AAP) Age Increase, AAP Extension to 21, Kin-Gap (KG) Reassessments, Out of Home (OHP) Wrap, etc.)	Combined Total: 27
Resource Family Adoption (RFA)***	3 new cases, or 38 ongoing cases (including new cases)
RFA/Interstate Compact for the Placement of Children (ICPC)	15 New home studies

* Employees who are assigned in either ERU (Field Workers) or Dependency Investigation and who are absent on approved leave for five (5) or more consecutive work days, shall be removed from assignment rotation during the period of their absence.

** Immediate referrals/cases and 10-day referrals/cases will be equitably assigned on a rotational basis to CWWs in ERU who are present at time of assignment.

***All new RFA referrals that are not emergency RFAs will be assigned to the RFA program.

CFS shall give a weight of one and one-half (1.5) caseload size for each case defined as Medically Fragile, Non-Reunification, or Out of State Non-minor Dependent (NMD).


- 3) **Level of Care (“LOC”) Rate Tool in Placements:** On February 19, 2021, the State Department of Social Services announced the implementation of their new LOC Protocol for Foster Family Agencies, and Home-Based family care placements. Under the new LOC Protocol, foster families are now able to review their rate, and depending on a child’s needs, the foster family may be entitled to a higher rate. Although the County is not required to use the new LOC process for foster care placements, SSA believes it has benefits such as allowing more families to access the LOC rates and address care and supervision needs and challenges impacted by the COVID-19 pandemic.

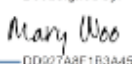
All Placement types, except Supervised Independent Living Placements, Short-Term Residential Treatment Facility, Dual Agency Placements, and Non-Related Legal Guardians established in Probate Court, are entitled to review of their rate via the new LOC Rate Tool. CWWs shall utilize the LOC Rate Tool, replacing the current process in which all foster families receive the basic rate and special care increment whenever appropriate.

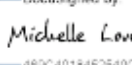
- 4) **Changes to Caseload Size Standards:** Any proposed changes in the effective sizes or creations of new programs shall be subject to meet and confer pursuant to Section 22. (Social Service Agency Caseloads) of the 2022-2026 SEIU MOU.

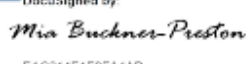
- 5) **Premium Pay for Exceeding Caseload Size Standard:** Effective March 16, 2025, CWWs who exceed the caseload size standard as outlined in Section 2, above, for their respective assigned program shall receive a premium payment for each pay period their caseload exceeds such caseload size standard in accordance with Salary Ordinance Section 3-18.50.
- 6) **Grievance Process:** The provisions of this Sideletter shall be grievable pursuant to Section 20 of the Memorandum of Understanding. In no event shall an arbitrator have the authority to issue a disposition that would reduce the caseload size standards as agreed upon herein or that the County assign or hire additional employees.


For the County:


Signed by:  1/9/2025
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 Jeff Bailey, Chief Negotiator, IEDA Date

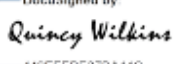
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 Mary Woo, Labor Relations Analyst Date

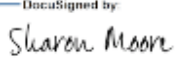
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 Michelle Love, Assistant Agency Director, SSA Date

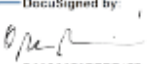
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 Mia Buckner-Preston, Division Director, SSA Date

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 William Nguyen, Division Director, SSA Date

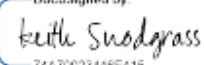
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 Brittany Walker-Pettigrew, Division Director, SSA Date


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 Quincy Wilkins, Division Director, SSA Date

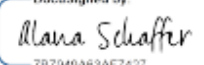
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 Sharon Moore, Chief Departmental Human Resources Administrator, SSA Date

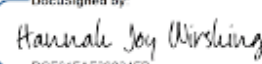
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 Denise Robinson, Human Resources Consultant, SSA Date

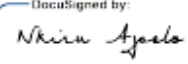
For SEIU:

DocuSigned by:  1/6/2025
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 Keith Snodgrass, SEIU Field Representative Date

DocuSigned by:  1/9/2025
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 Cara Williams, SEIU SSA Chapter President Date

DocuSigned by:  12/30/2024
7B7049A63AF7427
 Alana Schaffer, Child Welfare Worker Date

DocuSigned by:  12/31/2024
DCF61FAF36834FD
 Hannah Joy Wirshing, Child Welfare Worker Date

DocuSigned by:  12/30/2024
84AF17F785F0402
 Nkiruka Ajalo, Child Welfare Worker Date

By 
Kristy van Herick, Asst. County Counsel

Ordinance No. O-2025-10

**AN ORDINANCE AMENDING
CERTAIN PROVISIONS OF THE 2024-2025
COUNTY OF ALAMEDA SALARY ORDINANCE**

The Board of Supervisors of the County of Alameda ordains as follows:

SECTION I

Article 3, Section 3-13 (Human Resource Services), Subsection 3-13.23 of the County of Salary Ordinance is hereby added to read as follows:

3-13.23 – Effective March 2, 2025, not to exceed one (1) employee in job code 0267, when assigned lead responsibilities, shall be compensated an additional five percent (5%) compensation of the base pay. This footnote will be subject to review by the Director of Human Resource Services on or before January 2027, and annually thereafter.

SECTION II

Article 3, Section 3-18 (Social Services Agency), Subsection 3-18.50 of the County of Alameda Salary Ordinance is hereby added to read as follows:

3-18.50 – Effective March 16, 2025, employees in job codes 6740 and 6745 who are assigned to a program in the Department of Children and Family Services, as their primary assignment, shall receive a premium pay of \$160 for each pay period their caseload exceeds the caseload size standard for their respective assigned program, as outlined in the Sideletter of Agreement between the County and Service Employees International Union, Local 1021.

SECTION III

This ordinance shall take effect immediately, and before the expiration of fifteen days after its passage, shall be published once with the names of the members voting for and against it in the Inter-City Express, a newspaper published in the County of Alameda.

THE FOREGOING was **PASSED** and **ADOPTED** by a majority vote of the Alameda County Board of Supervisors this 18th day of **February, 2025**, to wit:

AYES: Supervisors Fortunato Bas, Márquez, Tam & President Haubert – 4

NOES: None

EXCUSED: Supervisor Miley - 1

David G. Haubert

PRESIDENT, BOARD OF SUPERVISORS

File No: 31446
Agenda No: 32
Document No: O-2025-10



I certify that the foregoing is a correct copy of an Ordinance adopted by the Board of Supervisors, Alameda County, State of California

ATTEST:
Clerk, Board of Supervisors

By: *[Signature]*
Deputy