

April 17, 2007

Marin County Board of Supervisors
3501 Civic Center Drive
San Rafael, California 94903

SUBJECT: Department of Health & Human Services, Division of Social Services: Approve resolution allowing specified County personnel access to criminal history information for the purposes of complying with regulations and policies regarding employment, licensing, or certification duties and responsibilities.

Dear Supervisors:

RECOMMENDATION:

1. Approve resolution allowing specified County personnel access to criminal history information for the purposes of complying with regulations and policies regarding employment, licensing, or certification duties and responsibilities

SUMMARY: The State requires that county welfare departments, including the Marin County Department of Social Services, include a Special Investigations Unit (SIU) to ensure compliance with federal and State statutes regarding the administration of social services programs. In order for the Department of Health and Human Services' SIU to function most effectively, authorized personnel need access to federal, state and local criminal history summaries for certain individuals (including potential volunteers, contract employees, and independent contractors), licensing, certification duties and other functional responsibilities such as interviewing or interacting with certain clients (at-risk adults or children) by Social Services personnel [Penal Code sections 11105(b)(10) and 13300(b)(10)]. For instance, State law requires that the County review the potential criminal history of any individual who might work, on behalf of the County, with at-risk populations such as children or dependent adults. Note that the ability to access this information is limited to persons who have a clear need to know this information, and have been cleared for the use of this information by the State and federal governments. Note that this resolution applies only to a small number of HHS staff who will have this access to criminal information.

The need for the proposed resolution was identified after a series of recent communications with the State Department of Justice. It will ensure that Marin County continues to fully comply with State and Federal statutes, ordinance and regulations governing such requirements regarding the programs we administer..

COMMUNITY IMPACT: The Department will retain its ability to serve Marin County residents, especially those at risk of abuse or neglect, or in need of social services, through approval of the proposed resolution..

STAFFING/FISCAL IMPACT: This action has no effect on net county cost.

REVIEWED BY:	Auditor Controller	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	Human Resources	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
	County Counsel	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Respectfully submitted,

Larry Meredith, Ph.D.
Director of Health and Human Services

No Merit document