

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

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AGENCY DIVISIONS

Administration & Finance
Behavioral Health
Community Services
Protective Services
Public Health
Self-Sufficiency

DATE: July 7, 2026

TO: Honorable Board of Supervisors
Sue Phillips, Chief Administrative Officer

FROM: Olivia Byron-Cooper, Director of Health & Human Services *OBC*

SUBJECT: Retroactive Internship Agreement 9976 – Item 26-1170, 8/18/26
Capella University

This memo is to notify you that Health and Human Services Agency, Child Welfare Services (CWS) is requesting a retroactive agreement 9976 with Capella University (Capella) for site-based learning affiliation/internship opportunities for Social Work staff. It is anticipated to be on the Board of Supervisor's (BOS) Agenda for August 18, 2026 (File ID: 26-1170).

Capella provides professional education and fieldwork support for undergraduate and graduate social work students preparing for or advancing careers in public child welfare. This program emphasizes advanced practitioner skills essential to effective social work practice. CWS must meet staffing requirements outlined in the CWS Manual of Policies and Procedures (MPP) Division 31, Sections 31-070.11 through 31-070.13, which mandate that at least 50% of staff performing emergency response and family maintenance functions hold a Master of Social Work (MSW) degree.

This proposed agreement will support HHSA in meeting these staffing requirements by enabling current employees to complete Bachelor of Arts in Social Work (BASW) and/or MSW internship fieldwork through Capella. Practicum agreements with Capella and similar institutions expand opportunities for staff to pursue advanced education, strengthening HHSA's capacity to recruit, retain, and develop qualified child welfare professionals. These programs ultimately enhance service quality for children and families by increasing workforce expertise, diversity, and specialized training.

HHSA recommends the Board approve of this Agreement 9976 with a retroactive start date of July 13, 2026, to ensure that a Social Worker currently employed by HHSA can start their MSW internship. While this agreement was initially anticipated to fall under Policy C-18 Non-Financial Agreements, Board approval is required because Capella is a for-profit institution not covered under this policy.

As always, please let me know if you have any questions or would like to discuss anything further.