



COUNTY OF HUMBOLDT

For the meeting of: 5/19/2020

File #: 20-571

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Professional Services Agreement with Koa Hills Consulting, LLC; Transfer from General Fund Contingencies (4/5 Vote Required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Authorize the Director of Human Resources to negotiate final terms and execute a professional services agreement with Koa Hills Consulting, LLC in an amount of \$185,000 contingent upon approval by Risk Management and County Counsel;
2. Authorize the Director of Human Resources to execute a contract with Robert Sesnon, CPA for ADP implementation support in an amount not to exceed \$35,000; and
3. Approve attached supplemental budget.

SOURCE OF FUNDING:

General Fund

DISCUSSION:

On March 3, 2020, your Board authorized the Director of Human Resources to sign a Letter of Engagement with ADP® for payroll services pending the Board's approval of a negotiated agreement. As part of this process, the Human Resources department has begun to coordinate the implementation process and determine requisite resources necessary to ensure project success.

Koa Hills Consulting has extensive expertise in One Solution payroll processing and will perform various tasks associated with the completion of the bi-weekly payroll process. Additionally, the resource will recommend system-based enhancements to increase short-term efficiency. Staff have determined that a Professional Services Agreement with Koa Hills Consulting is necessary for project success. A limited engagement will allow the Payroll Services Manager to focus efforts on ADP transition responsibilities critical to the project.

In addition, given the limited availability of the Auditor-Controller to assist with the implementation of

ADP, the county will contract with Robert Sesnon, who is a Certified Public Accountant, having an extensive history working with local governments and a unique familiarity with the county's financial system OneSolution. Mr. Sesnon has also assisted other agencies with ADP implementation, allowing for expertise in system programming and integration that will be necessary as the county moves forward with this project. Staff are currently negotiating the cost for these services; however, it is estimated that the amount will not exceed \$35,000.

It is recommended that your Board Approve attached supplemental budget of \$220,000 to transfer funding from Contingencies.

FINANCIAL IMPACT:

The costs associated with the engagement of ADP are \$185,000. In addition, costs to contract with Robert Sesnon are estimated not to exceed \$35,000. If approved, the supplemental budget increases the general fund contribution to Human Resources (1100-130) and consequently, will increase the Human Resources budget by \$220,000. Funding for this request is available through a transfer from Contingencies.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and fostering transparent, accessible, welcoming and user friendly services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may direct staff to move forward on the ADP implementation without this resource, however that is not recommended because it is imperative that the Payroll Manager be fully engaged in the ADP implementation which will not be accomplished without this additional resource due to the current day-to-day responsibilities.

ATTACHMENTS:

Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: 3/3/20

File No.: 20-291

