



COUNTY OF HUMBOLDT

For the meeting of: 7/2/2019

File #: 19-915

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

Professional Services Agreement with Fiscal Experts, Inc. for Time Study Buddy Web-Based Time Study Service

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Fiscal Experts, Inc. for Time Study Buddy web-based time study service in an amount not to exceed \$280,000; and
2. Direct the Clerk of the Board to route the fully executed agreement to the Department of Health and Human Services (DHHS) - Contracts Unit for further processing.

SOURCE OF FUNDING:

Social Services Fund

DISCUSSION:

On June 16, 2015 the Board of Supervisors approved the agreement with Fiscal Experts, Inc. for the Time Study Buddy web-based time study service (Item C-13) in the amount of \$140,000 for the period of May 1, 2015 through June 30, 2017 with the option to extend for one 2-year term.

On June 27, 2017 the Board of Supervisors approved the first amendment to the agreement with Fiscal Experts, Inc. (Item C-15) to exercise the option to extend the agreement through June 30, 2019 and to increase the maximum amount payable to a total of \$280,000 or \$70,000 per fiscal year.

The agreement before your Board today will allow DHHS to enter into another 2-year term agreement beginning July 1, 2019 and ending June 30, 2021 with the option to extend the agreement for an additional 2-year term. The annual cost of the agreement is \$70,000. If the option to extend the agreement is exercised, the total cost of the agreement will be \$280,000 for the period of July 1, 2019 to June 30, 2023.

The California Department of Social Services (CDSS) employs a state-supervised, county-operated

public assistance system. CDSS has mandated the format to be used by counties to properly claim funds. The format requires the allocation of operational costs based on individual time studies. In Humboldt County, social workers, eligibility workers, employment and training workers, fraud investigators, electronic data processing (EDP), staff development, supervisors, support staff and DHHS administrative support are required to complete a time study one month per quarter. The Time Study Buddy web-based time study service that is provided by Fiscal Experts, Inc. has met the initial expectations of DHHS - Social Services of meeting the needs of staff in identifying time spent providing a variety of services with little to no error and in less time than the hand-written time study system. In addition, this service continues to assist DHHS in time study reconciliation by resolving math errors, providing a comprehensive list of audit trail reports, and reconciling with payroll time sheets. The web-based time study service is a necessary tool used in Social Services financial reporting.

FINANCIAL IMPACT:

The attached professional services agreement with Fiscal Experts, Inc. has a maximum amount payable of \$140,000 for the period of July 1, 2019 through June 30, 2021. If the option to extend the agreement is exercised, the total agreement will cost \$280,000 for the period of July 1, 2019 to June 30, 2023. Funding for such expenditures have been included in the proposed fiscal year 2019-20 budget for Social Services budget unit 1160-511. Approval of the attached professional services agreement will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure.

OTHER AGENCY INVOLVEMENT:

None.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the attached professional services agreement with Fiscal Experts, Inc. However, this alternative is not recommended as it would severely affect the county's ability to provide accurate time study information efficiently.

ATTACHMENTS:

1. Professional Services Agreement with Fiscal Experts, Inc. for Time Study Buddy Web-Based Time Study Services

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-13; C-15

Meeting of: 06/06/15; 06/27/17

File No.: 19-915