



COUNTY OF HUMBOLDT

For the meeting of: 6/15/2021

File #: 21-711

To: Board of Supervisors

From: DHHS: Administration

Agenda Section: Consent

SUBJECT:

First Amendment to the Professional Services Agreement with Fiscal Experts, Inc. Regarding the Provision of Web-Based Time Study Services

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached first amendment to the professional services agreement with Fiscal Experts Inc. regarding the provision of web-based time study services in an amount not to exceed 336,000 for the period of July 1, 2019 through June 30, 2023;
2. Authorize the Department of Health and Human Services - Social Services Director, or a designee thereof, to execute any and all subsequent amendments to the professional services agreement with Fiscal Experts, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed copy of the attached first amendment to the professional services agreement with Fiscal Experts, Inc. to the Department of Health and Human Services - Contracts Unit for further processing.

SOURCE OF FUNDING:

Social Services Fund (1160)

DISCUSSION:

The California Department of Social Services employs a state-supervised, county-operated public assistance system which requires social workers, eligibility workers, employment and training workers, fraud investigators and administrative support staff employed by the Humboldt County Department of Health and Human Services - Social Services (DHHS - Social Services) to complete a time study which identifies the amount of time providing services on a quarterly basis.

On July 2, 2019 (Item C-7), the Humboldt County Board of Supervisors approved the current professional services agreement with Fiscal Experts, Inc. regarding the provision of web-based time study services that are designed to assist DHHS - Social Services staff with identifying the amount of time spent providing a variety of services for the period of July 1, 2019 through June 30, 2021. The

attached first amendment to the professional services agreement with Fiscal Experts, Inc. will allow for the continued provision of necessary web-based time study services for the period of July 1, 2021 through June 30, 2023.

Accordingly, DHHS - Social Services recommends that the Board approve, and authorize the Chair of the Board to execute, the attached first amendment to the professional services agreement with Fiscal Experts, Inc. regarding the provision of web-based time study services for the period of July 1, 2019 through June 30, 2023. It is also recommended that the Board authorize the DHHS - Social Services Director, or designee thereof, to execute any and all subsequent amendments to the professional services agreement with Fiscal Experts, Inc., after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in the provision of needed web-based time study services.

FINANCIAL IMPACT:

The attached first amendment to the professional services agreement with Fiscal Experts, Inc. will increase the maximum amount payable thereunder from \$140,000 to \$336,000 for the period of July 1, 2019 through June 30, 2023. In no event shall the maximum amount paid under the professional services agreement with Fiscal Experts, Inc. exceed \$84,000 per fiscal year for fiscal years 2019-2020 through 2022-2023. However, in the event the local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the professional services agreement with Fiscal Experts, Inc. in its entirety.

Expenditure appropriations related to the attached first amendment to the professional services agreement with Fiscal Experts, Inc. have been included in the proposed fiscal year 2021-2022 budget for DHHS - Social Services budget unit 1160-511. As a result, approval of the attached first amendment to the professional services agreement with Fiscal Experts, Inc. will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing for and maintaining technological infrastructure.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached first amendment to the professional services agreement with Fiscal Experts, Inc. regarding the provision of web-based time study services. However, this alternative is not recommended as it would severely affect DHHS - Social Services' ability to provide accurate time study information in an efficient manner.

ATTACHMENTS:

1. First Amendment to the Professional Services Agreement with Fiscal Experts, Inc. Regarding the Provision of Web-Based Time Study Services dated July 2, 2019

2. Professional Services Agreement with Fiscal Experts, Inc. Regarding the Provision of Web-Based Time Study Services dated July 2, 2019

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-13; C-15; C-7

Meeting of: 06/16/15; 06/27/17; 07/02/19

File No.: 15-667; 17-2057; 19-915; 21-711