



HUMAN RESOURCES
COUNTY OF HUMBOLDT

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DATE: August 24, 2020
TO: Karen Paz-Dominguez, Auditor-Controller
FROM: ADP Sponsorship Committee
SUBJECT: **General Ledger Mapping Document Completion**

Auditor-Controller Paz-Dominguez,

Good afternoon. On March 3, 2020, the Humboldt County Board of Supervisors made the decision to outsource payroll services to ADP and authorized the Director of Human Resources to negotiate the terms of an agreement for Time and Attendance/Payroll services with ADP. As the Executive Sponsorship Committee with oversight responsibility of the implementation of the ADP project, it has come to our attention that the GL mapping document has not been completed. After completing a version of the document with Scott Johnson and the ADP Project Manager on July 8th, you were contacted by the Project Manager on July 23, 2020 to check on the status of the document. On August 10, 2020, you were further advised that ADP requested a meeting to review a version of the mapping document submitted by you, and answer questions contained therein. You were again provided a revised version of the document on August 11, 2020 from the Project Manager which contained changes to access permissions consistent with what was discussed on the previously referenced call. A subsequent attempt to secure the completed document was made on August 17, 2020. Please note the implications of non-completion of this critical task are dire and include the prevention of continued progress on the project as well as several other significant downstream effects to the project.

We are writing to urgently request that you comply with this Board of Supervisors directed and adopted initiative and complete the GL mapping document as quickly as possible to minimize the impact to the project schedule. We respect your oversight function and contend that accurate completion of this document is essential to your continued performance of oversight functions post-implementation. If you are unable or unwilling to complete the document be advised that we will report to the Board of Supervisors your lack of engagement to complete the document and the effect on the project therefrom. The Project Manager is happy to discuss any concerns you may have regarding the project and the Executive Committee welcomes any questions you may have and will welcome your participation at our meetings. For your convenience and reference, the Board Agenda Item associated with the ADP project is attached.

Respectfully,

ADP Sponsorship Committee

Amy Nilsen

County Administrative Officer

John Bartholomew

Treasurer Tax-Collector

Kelly Barns

Assistance Director of Human Resources