



COUNTY OF HUMBOLDT

For the meeting of: 9/15/2020

File #: 20-1029

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Memorandum of Understanding with the Humboldt County Office of Education Regarding the Provision of Read-Only Access to the County of Humboldt's Financial System

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached memorandum of understanding with the Humboldt County Office of Education regarding the provision of read-only access to the County of Humboldt's financial system for the period of July 1, 2020 through June 30, 2021;
2. Authorize the Information Technology Director, or a designee thereof, to execute any and all subsequent amendments to the attached memorandum of understanding with the Humboldt County Office of Education, after review and approval by County Counsel, Risk Management and the County Administrative Office - Management and Budget Team; and
3. Direct the Clerk of the Board to return one (1) fully executed original copy of the attached memorandum of understanding with the Humboldt County Office of Education to the County Administrative Office - Information Technology Division for further processing.

SOURCE OF FUNDING:

Humboldt County Office of Education

DISCUSSION:

The Humboldt County Office of Education ("HCOE") is required by Section 41001 of the California Education Code to deposit all funds in the Humboldt County treasury. HCOE utilizes "Financial 2000" as their financial system, this differs from the financial system used by the County of Humboldt "Finance Enterprise," which was formerly known as "OneSolution." To facilitate fund reconciliations between the Finance Enterprise and Financial 2000 programs, it would be mutually beneficial to both parties for specified HCOE employees to have secure read-only access to specific school auditor fund reports maintained within the Finance Enterprise program.

The attached memorandum of understanding ("MOU") will allow for the provision of a laptop and virtual private network license that can be used by designated HCOE staff to access the Finance

Enterprise system. It should be noted that the attached MOU with HCOE comes to the Board after the start date thereof due to inadvertent delays that occurred during the contract development process.

FINANCIAL IMPACT:

HCOE will be billed for the laptop and virtual private network license provided pursuant to the terms and conditions of the attached MOU. As a result, approval of the attached MOU with HCOE will not impact the Humboldt County General Fund.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by managing community resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached MOU with HCOE regarding the provision of read-only access to the County of Humboldt's financial system. However this alternative is not recommended since it would adversely affect HCOE's ability to reconcile their funds in a timely manner.

ATTACHMENTS:

1. Memorandum of Understanding with Humboldt County Office of Education Regarding the Provision of Read-Only Access to the County of Humboldt's Financial System

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A