



# COUNTY OF HUMBOLDT

For the meeting of: 10/25/2022

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File #: 22-1367

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**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

First Amendment to Professional Services Agreement with Robert Sesnon, CPA, PC Regarding the Provision of Consulting Services that are Designed to Assist with the Implementation of Automated Financial Systems

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the County Administrative Officer, or a designee thereof, to execute the attached first amendment to professional services agreement with Robert Sesnon, CPA, PC regarding the provision of consulting services that are designed to assist with implementation of automated financial systems for the period of July 1, 2020 through June 30, 2023;
2. Authorize the County Administrative Officer, or a designee thereof, to execute any and all subsequent amendments to the professional services agreement with Robert Sesnon, CPA, PC, after review and approval by County Counsel and Risk Management; and
3. Direct the Clerk of the Board to provide the County Administrative Office - Budget and Management Team with one (1) fully executed certified copy of the Board Order relating to this item.

**SOURCE OF FUNDING:**

General Fund - 1100

**DISCUSSION:**

The County of Humboldt has used the services of Robert Sesnon, CPA, PC for many years. Mr. Sesnon is a CPA with expertise in financial systems software - specifically Finance Enterprise, the County of Humboldt's long standing financial system. Mr. Sesnon consults on implementing system modules, work flows, reengineering and streamlining of business processes.

On February 17, 2021, County of Humboldt, by and through the County Administrative Office - Budget and Management Team, entered into the current professional services agreement with Robert Sesnon, CPA, PC regarding the provision of consulting services that are designed to assist with implementation of automated financial systems, in an amount not to exceed Thirty Thousand Dollars (\$30,000.00), for the period of July 1, 2020 through June 30, 2023.

One of the challenges in implementing these system-wide changes was cooperation between the County Administrative Office - Management and Budget Team and the Auditor-Controller's Office. With the change in leadership, and back-log of financial reporting, efficient reporting systems are critical to meeting the needs of County of Humboldt staff and outside financial users. The attached first amendment to the professional services agreement with Robert Sesnon, CPA, PC will increase the maximum amount payable thereunder to One Hundred Fifteen Thousand Dollars (\$115,000.00), in order to complete projects, implement better practices and correct deficient reporting systems.

Accordingly, staff recommends that the Board of Supervisors approve, and authorize the County Administrative Officer, or a designee thereof to execute, the attached first amendment to the Professional Services Agreement with Robert Sesnon, CPA, PC regarding the provision of consulting services that are designed to assist with the implementation of automated financial systems for the period of July 1, 2020 to June 30, 2023. It is also recommended that the Board authorize the County Administrative Officer, or a designee thereof, to execute any and all subsequent amendments to the professional services agreement with Robert Sesnon, CPA, PC, after review and approval by County Counsel and Risk Management, in order to avoid any unnecessary delays in the provision of needed consulting services.

FINANCIAL IMPACT:

The attached first amendment to the professional services agreement with Robert Sesnon, CPA, PC will increase the maximum amount payable thereunder from Thirty Thousand Dollars (\$30,000.00) to One Hundred Fifteen Thousand Dollars (\$115,000.00) for the period of July 1, 2020 to June 30, 2023. However, in the event 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 Robert Sesnon, CPA, PC in its entirety.

Expenditure appropriations related to the attached first amendment to the professional services agreement with Robert Sesnon, CPA, PC have been included in the approved fiscal year 2022-2023 budget for County Administrative Office - Management and Budget Team budget unit 1100-103. Funding for the attached first amendment to the professional services agreement with Robert Sesnon, CPA, PC is available through a General Fund appropriation.

STRATEGIC FRAMEWORK:

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

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 Robert Sesnon, CPA, PC regarding the provision of consulting services that are designed to assist with implementation of automated financial systems. However, this alternative is

not recommended as it will hinder the County of Humboldt's ability to implement much needed improvements to its financial system.

**ATTACHMENTS:**

1. First Amendment to Professional Services Agreement with Robert Sesnon, CPA, PC Regarding the Provision of Consulting Services that are Designed to Assist with the Implementation of Automated Financial Systems dated February 17, 2021
2. Professional Services Agreement with Robert Sesnon, CPA, PC Regarding the Provision of Consulting Services that are Designed to Assist with the Implementation of Automated Financial Systems dated February 17, 2021

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: N/A

Meeting of: N/A

File No.: N/A