



# COUNTY OF HUMBOLDT

For the meeting of: 3/5/2024

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File #: 24-205

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**Vote Requirement:** Majority

**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 \$322,000;
2. Authorize the Department of Health and Human Services Director, or designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Fiscal Experts, after review and approval by County Counsel, Risk, and the County Administrative Office; and
3. Direct the Clerk of the Board to return one fully executed copy of the attached professional services agreement with Fiscal Experts, Inc. to the Department of Health and Human Services (DHHS) - Contracts Unit for further processing.

**SOURCE OF FUNDING:**

Social Services Fund (1160-511).

**DISCUSSION:**

Since 2015, the Board of Supervisors has approved the professional service agreements between the Department of Health and Human Services - Social Services (DHHS - Social Services) and Fiscal Experts, Inc. for the Time Study Buddy web-based time study service.

The agreement before your Board today will allow DHHS to enter into a 4-year term agreement with Fiscal Experts, Inc. beginning July 1, 2023 and ending June 30, 2027. The annual cost of the agreement is \$80,500. The total cost of the agreement will be \$322,000 for the period of July 1, 2023 through June 30, 2027.

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.

This process is a mandated requirement from CDSS and Fiscal Experts, Inc. has met and continued to meet expectations of DHHS - Social Services and the needs of staff in identifying time spent on providing a variety of services. This service continues to assist DHHS in time study reconciliation including resolving mathematical errors, providing a comprehensive list of audit trail reports, and reconciling payroll time sheets. The web-based time study service is a necessary tool used in Social Services financial reporting.

**FINANCIAL IMPACT:**

<b>Expenditures (1160-511)</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected</b>	<b>FY25-26 Projected</b>	<b>FY26-27 Projected</b>
Budgeted Expenses	\$80,500	\$80,500	\$80,500	\$80,500
<b>Total Expenditures</b>	<b>\$80,500</b>	<b>\$80,500</b>	<b>\$80,500</b>	<b>\$80,500</b>
<b>Funding Sources (1160-511)</b>	<b>FY23-24 Adopted</b>	<b>FY24-25 Projected*</b>	<b>FY25-26 Projected*</b>	<b>FY26-27 Projected*</b>
State/Federal Funds	\$80,500	\$80,500	\$80,500	\$80,500
<b>Total Funding Sources</b>	<b>\$80,500</b>	<b>\$80,500</b>	<b>\$80,500</b>	<b>\$80,500</b>

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The attached professional services agreement with Fiscal Experts, Inc. has a maximum amount payable of \$322,000 for the period of July 1, 2023 through June 30, 2027. Funding for such expenditures was included in the Fiscal Year 2023-24 budget for Social Services Fund 1160 Budget Unit 511, and will be included in future budgets. Time tracking is required to claim salaries and benefits to state and federal funds. The expense related to this agreement is included on the quarterly County Expense Claim and is reimbursed through state, federal and local funds.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

This service continues to assist DHHS in time study reconciliation including resolving mathematical errors, providing a comprehensive list of audit trail reports, and reconciling payroll time sheets.

**STRATEGIC FRAMEWORK:**

This action supports your Board’s Strategic Framework priority of 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; C-17; D-10

Meeting of: 06/16/15; 06/27/17; 07/02/2019; 06/15/21

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