

**EL DORADO COUNTY PROBATION DEPARTMENT
M E M O R A N D U M**

TO: Board of Supervisors

CC: Don Ashton, Chief Administrative Officer
Sue Hennike, Deputy Chief Administrative Officer

FROM: Nikki Moeszinger, Chief Fiscal Officer
Brian J. Richart, Chief Probation Officer

DATE: November 15, 2022


RE: Retroactive Agreement #6948 with TimeClock Plus – Legistar Item 22-2030, BOS date December 13, 2022

The purpose of this memorandum is to provide an explanation for the retroactive nature of Agreement #6948 (Agreement) with TimeClock Plus LLC (TimeClock Plus).

The Probation Department (Probation) entered into Agreement #5943 with Atlas Business Solutions on October 22, 2021, to provide for ScheduleAnywhere software, for staff scheduling at the Juvenile Treatment Center. Probation has been using the ScheduleAnywhere software since October 17, 2018. This scheduling platform is ideal in meeting supervisor and employee needs to ensure adequate coverage of the 24/7 JTC facility.

In 2022, Atlas Business Solutions was acquired by TimeClock Plus. As the original agreements for the ScheduleAnywhere software were drafted by the vendor, and the new vendor TimeClock Plus was not processing their October renewals until August, Probation did not receive a draft new Agreement until August 25, 2022. The Agreement was processed with a begin date October 22, 2022, to be the same calendar begin date of the previous vendor's agreement. The Agreement completed most of the approval process and was slated to be fully executed on or about October 22, 2022. On October 20, 2022, Probation realized there was contract verbiage that was not included in the original Agreement. TimeClock Plus provided an updated Agreement on October 25, 2022, and the new Agreement started its approval process. Because it was not going to be fully executed by October 22, 2022, it is going to the Board for retroactive approval and execution.

Thank you for your consideration.



Brian J. Richart, Chief Probation Officer