



## Legislation Text

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**File #:** 16-1141, **Version:** 1

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Health and Human Services Agency recommending the Board:

- 1) Approve and authorize the Chair to sign Agreement for Services 250-S1711 with Fiscal Experts, Inc. for the provision of a web-based automated time study service and associated training for the term of December 28, 2016 to December 31, 2019, with a maximum contractual obligation of \$96,000; and
- 2) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 250-S1711, including amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** Federal and State Funding.

**DEPARTMENT RECOMMENDATION:**

Health and Human Services Agency (HHSA) recommending the Board approve Agreement for Services 250-S1711 with Fiscal Experts, Inc. to provide a web-based automated time study service and associated training for employees of HHSA.

Additionally, HHSA has determined that services provided pursuant to this Agreement 250-S1711 satisfy the criteria defined in Chapter 3.13, Section 3.13.030 of the County Ordinance in that the work performed under this Agreement is on an “as requested” basis; therefore, it is more economical and feasible to engage an independent contractor for a web-based automated time study services and associated training for employees of HHSA.

**DISCUSSION / BACKGROUND:**

HHSA, Social Services Division administers a variety of entitlement programs and services that are funded by a mix of Federal, State, and County revenue. To access administrative financing for these services, counties are required by the California Department of Social Services to complete an administrative expense claim on a quarterly basis. An essential component of this claim is the submission of time study information for each staff member, which is then charged against the appropriate program code. Effective management of this process is critical to ensure that all allocations are maximized and overspending is minimized.

In 2009, in an effort to implement process improvement, the Department of Human Services (now HHSA) investigated the “Time Study Buddy” technology offered by Fiscal Experts, Inc. as it meets Federal and State requirements as well as the County’s fiscal and programmatic requirements. The Department sought recommendations from Marin County, who had already automated their time study system using Fiscal Experts, Inc.’s program, and Lake County and the City of San Francisco, who were running pilot programs using the system. The County chose to first participate in several small-scale pilot programs and then analyze the results of the manual vs. automated processes. Based on the resultant favorable outcomes combined with positive recommendations from the other users of the system, the County has contracted with Fiscal Experts since 2010.

Implementation of Fiscal Expert, Inc.’s Time Study Buddy system has eliminated the need for HHSA

line staff to manually enter time study information into an Excel-based timesheet, has improved quality review processes, and has assisted in ensuring that grant revenue received from the County Expense Claim is maximized. Fiscal Experts, Inc.'s expertise and experience providing social services-based finance consulting services makes it uniquely qualified to provide this service and it is currently the only company offering this type of web-based service.

**ALTERNATIVES:**

Disapproval of Agreement for Services 250-S1711 will result in HHSA staff whose job function requires time study activities, having to manually enter time study information into an Excel-based timesheet. Approval of this Agreement ensures accurate coding of data, continuing utilization of the additional reporting and monitoring tools it offers, and allow effective management of Federal and State allocations.

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

County Counsel and Risk Management.

**CAO RECOMMENDATION:**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT:**

There is no Net County Cost associated with this Agenda item. Sufficient appropriations were included in the fiscal year 2016/17 budget, and will be included in future budgets for the term of the Agreement

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on two (2) original Agreements for Services 250-S1711.
- 2) Clerk of the Board to return one (1) fully executed Agreement to the HHSA Contracts Unit at 3057 Briw Road.

**STRATEGIC PLAN COMPONENT:**

Health and Human Services Agency Strategic Plan Project 2.1: Process Improvement; Objective 2.1.8.: Develop Procedures and Training to ensure accurate Time Collection.

**CONTACT**

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