



Legislation Text

File #: 13-1486, Version: 1

Health and Human Services Agency, Social Services Division, recommending the Board consider the following:

- 1) Authorize the Chair to sign Agreement for Services 246-S1411 with Fiscal Experts, Inc. for the provision of a web-based automated time study service and associated training for the term of December 28, 2013 to December 27, 2016 and with a maximum compensation of \$96,000; and
- 2) Authorize the Purchasing Agent or designee to execute further documents relating to Agreement for Services 246-S1411, including amendments thereto and contingent upon approval by County Counsel and Risk Management, which do not affect the maximum compensation or term of the Agreement.

FUNDING: Primarily funded with Federal and State funds (85%) with County share of cost or required match (15%) met with realignment or other non-General Fund resources.

Budget Summary:	
Total Estimated Cost	\$96,000.00
Funding:	
Total Funding Available	\$96,000.00
Change To Net County Cost	\$0.00

Fiscal Impact/Change To Net County Cost There is no Net County Cost impact associated with this Agreement for Services 246-S1411. Sufficient appropriations are included in the Fiscal Year 2013-14 budget and will be included in future County Budget Requests.

Background

The Health and Human Services Agency, Social Services Division (“HHSA”) administers a variety of entitlement programs and services that are funded by a mix of Federal, State, and County revenue. In order to access funding for administrative support 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 HHSA administrative allocations are accurate to ensure allowable administrative funding is 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. After a successful pilot program, the County entered into Agreement for Services 258-S1110 with Fiscal Experts for the provision of its Time Study Buddy system for a three-year term that began December

28, 2010 and with a not-to-exceed compensation of \$80,000. Approval of this Agreement will allow HHSA to continue to accurately and efficiently measure and support staff utilization to complete the required claims.

Reason for Recommendation

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 and has assisted in the efficiency of the review processes. Fiscal Experts, Inc.'s 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. Therefore, it is recommended by HHSA that the County renew its contract with Fiscal Experts, Inc. for the provision of its web-based time study service.

Action to be Taken Following Board Approval

- 1) Chair to sign two (2) originals of 246-S141; and
- 2) Board Clerk's Office to return one (1) original Agreement to HHSA Contracts Unit at Briw Road; and
- 3) HHSA to distribute as appropriate.

Contact: Don Ashton, M.P.A., Interim Director

Concurrences: County Counsel, Risk Management, and Human Resources have approved Agreement for Services 246-S1411.