



## Legislation Text

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**File #:** 20-0082, **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 4594 with Fiscal Experts, Inc. for the provision of a web-based automated time study service and associated training, in the amount of \$96,000, for the three year term commencing upon final execution;
- 2) Make findings in accordance with County Ordinance 3.13.030 (B) "Specialty skills and qualifications not expressly identified in County classifications are involved in the performance of the work," this proprietary software is not available through any other vendor; and
- 3) Authorize the Purchasing Agent, or designee, to execute further documents relating to Agreement for Services 4594, 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:** 40% Federal, 15% State, 45% Realignment.

**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, Lake County and the County/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 Experts, 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 appropriately maximized. Fiscal Experts, Inc.'s expertise and experience providing access to the online software, as well as support and maintenance of their proprietary system makes Fiscal Experts, Inc. uniquely qualified to provide this service and it is currently the only company offering this type of web-based service.

**ALTERNATIVES:**

Should the Board decline to approve this recommendation, HHSA staff whose job function requires

time study activities will have to manually enter and accurately code time study information into an Excel-based timesheet. Approval ensures accurate coding of data, continuing utilization of the additional reporting and monitoring tools it offers, and allows accurate reporting of data.

**PRIOR BOARD ACTION:**

- 1) 12/06/16, 16-1141, HHSA Fiscal Experts Agreement 250-S1711
- 2) 12/17/13, 13-1486, HHSA/SS Fiscal Experts 249-S1411

**OTHER DEPARTMENT / AGENCY INVOLVEMENT:**

Approved by County Counsel, Human Resources, and Risk Management.

**CAO RECOMMENDATION:**

It is recommended that the Board approve this item.

**FINANCIAL IMPACT:**

This is a renewal contract and there are no new impacts to the FY 2019-20 Adopted Budget. Sufficient appropriations are budgeted in this fiscal year and will be included in future years.

**CLERK OF THE BOARD FOLLOW UP ACTIONS**

- 1) Clerk of the Board to obtain signature of Chair on two (2) original Agreements for Services 4594.
- 2) Clerk of the Board to return one (1) fully executed Agreement to HHSA Contracts Unit at 3057 Briw Rd.

**STRATEGIC PLAN COMPONENT:**

County Strategic Plan: Good Governance; Promote the development of resources to identify and pursue additional revenue including local, state, federal and private funding for new and existing projects

**CONTACT**

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