



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 15-261, **Version:** 1

- a. Approve and authorize the Director of Department of Social Services, or his designee, to sign an agreement for \$205,200 with Fiscal Experts, Inc. for the provision of Time Study Buddy™, a web-based time study service for departmental staff for the period July 1, 2015 through June 30, 2018; and
- b. Authorize the Director of Department of Social Services, or his designee, to sign up to (3) amendments to this agreement where the total amendments do not exceed 10% of the original contract amount, and do not significantly change the scope of work.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Director of Department of Social Services, or his designee, to sign an agreement for \$205,200 with Fiscal Experts, Inc. for the provision of Time Study Buddy™, a web-based time study service for departmental staff for the period July 1, 2015 through June 30, 2018; and
- b. Authorize the Director of Department of Social Services, or his designee, to sign up to (3) amendments to this agreement where the total amendments do not exceed 10% of the original contract amount, and do not significantly change the scope of work.

SUMMARY/DISCUSSION:

County welfare programs in California are state-supervised, but county administered. Under this state-supervised arrangement, the California Department of Social Services (CDSS) issues applicable regulations to each county regarding how programs are to be administered. As part of this regulatory process, CDSS sets county standards for obtaining State and Federal reimbursement for costs incurred in administering mandated programs through the County Expense Claim (CEC).

This agreement is to provide a web-based time study service, Time Study Buddy™, to be used by Department of Social Services (DSS) to record all time worked by staff to the various functions and programs. These time studies/records are official documents which are used to document activities and allocate a majority of administrative costs on the CEC for reimbursement.

OTHER AGENCY INVOLVEMENT:

The Auditor-Controller and Purchasing have reviewed and approved this agreement. County Counsel has approved the agreement as to form.

FINANCING:

Funding is provided by Federal and State revenues and Realignment funds. Sufficient appropriations and estimated revenues for SOC005 are included in the FY 2015-16 Adopted Budget and anticipated available for the life of the Agreement. Approval of this action has no impact on County General Fund contributions.

Prepared by: Melissa Mairose, Finance Manager II, x4433

Approved by: Elliott Robinson, Director, x4434

Attachment: Fiscal Experts, Inc. Agreement

Proposed agreement is on file with Clerk of the Board as an attachment to this Board Report.