



Monterey County

Item No.

Board Report

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

Legistar File Number: A 21-080

March 23, 2021

Introduced: 3/8/2021

Current Status: Agenda Ready

Version: 1

Matter Type: BoS Agreement

- a) Approve and authorize the Director of the Department of Social Services to sign an agreement for \$249,660 with Fiscal Experts, Inc. for the use of a web-based time study service for the period July 1, 2021 through June 30, 2024; and
- b) Authorize the Director of the Department of Social Services to sign up to three (3) amendments to this agreement where the total amendments do not exceed 10% (\$24,966) 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 the Department of Social Services to sign an agreement for \$249,660 with Fiscal Experts, Inc. for the use of a web-based time study service for the period July 1, 2021 through June 30, 2024; and
- b) Authorize the Director of the Department of Social Services to sign up to three (3) amendments to this agreement where the total amendments do not exceed 10% (\$24,966) 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 arrangement, the California Department of Social Services (CDSS) issues 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. The County Expense Claim (CEC) is the vehicle used by counties to obtain such reimbursement.

The time study process is the most common method for documenting activities and allocating the majority of administrative costs. Time studies/records are official documents used to record time worked by all staff to various functions and programs. Used by numerous counties across the state, Time Study Buddy™ is a web-based time study service developed specifically for the needs of counties to assist them in capturing the enormous amounts of data needed to accurately complete the CEC.

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 001-5010-SOC005 are included in the FY 2021- 2022 Requested Budget and anticipated for the life of the Agreement.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This Agreement correlates to the Administration Strategic Initiative adopted by the Board of Supervisors by allowing the Department to obtain State and Federal reimbursement for costs incurred in administering mandated programs.

Check the related Board of Supervisors Strategic Initiatives:

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

Prepared by: Jan Wolf, Management Analyst III, x1590

Becky Cronin For Lori A. Medina

Approved by: Lori A. Medina, Director, x4430

Attachment: Fiscal Experts, Inc. Agreement

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