



County of Monterey

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

Board Report

File #: A 24-255, **Version:** 1

- a. Approve and authorize the Director or designee of the Department of Social Services to sign an agreement with Fiscal Experts, Inc. for the use of a web-based time study service, for the period of July 1, 2024 through June 30, 2027, in the amount of \$291,270; and
- b. Authorize the Director or designee of the Department of Social Services to sign up to three (3) future amendments to this Agreement where the total amendments do not exceed 10% (\$29,127) of the original contract amount and do not significantly change the scope of work, and do not exceed maximum aggregate amount of \$320,397.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Director or designee of the Department of Social Services to sign an agreement with Fiscal Experts, Inc. for the use of a web-based time study service, for the period of July 1, 2024 through June 30, 2027, in the amount of \$291,270; and
- b) Authorize the Director or designee of the Department of Social Services to sign up to three (3) future amendments to this Agreement where the total amendments do not exceed 10% (\$29,127) of the original contract amount and do not significantly change the scope of work, and do not exceed maximum aggregate amount of \$320,397.

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 Office of County Counsel has reviewed and approved the Agreements as to form, as has the Auditor-Controller's Office as to financial provisions.

FINANCING:

Funding is provided by Federal and State revenues and Realignment funds. Sufficient appropriations and estimated revenues in the Social Services Fund 001-5010-SOC005 are included in the FY 2024-25 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: Lauren Suwansupa, Finance Manager II x4402

Approved by: Lori A. Medina, Director x4430

Attachment: Agreement

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