



REQUEST FOR BOARD ACTION

ITEM NO. 11.

DATE OF MEETING: December 12, 2011

REQUESTED BY: Dr. Reta M. Shiver, Director, Department of Social Services

SHORT TITLE: Resolution Approving FY 11-12 Budget Ordinance Amendment to Appropriate \$57,908.35 from Undesignated Fund Balance to DSS Contracted Services; and Approving a Purchase Order and Contract with Advanced Imaging Systems in the Amount of \$57,908.35.

BACKGROUND: In December 2004, North Carolina received Federal approval to implement a program called North Carolina Families Accessing Services (NC FAST) that offers new technological tools designed to improve the way NC DHHS and NC DSS conduct business. The State has been researching and planning since that time to implement an automated system that would improve efficiency of application processing in DSS agencies. DSS agencies have been told year after year that NC FAST would soon be ready. It was taking so long that DSS agencies began to facetiously call the concept NC SLOW. Agencies did not know when to anticipate NC FAST implementation, and because of this, could not include an amount in the budget to cover NC FAST implementation. Additionally, DSS agencies did not know in what order counties would have to implement the program. Because we were not given advance notice of when Pender County would go live with NC FAST, the 2011-2012 DSS Budget did not include an amount to cover NC FAST implementation. When the announcement was made by the State as to which counties would be included in Phase I, unfortunately Pender County was one of the Phase I counties. Therefore, Pender County must be ready to begin operating its Food & Nutrition Services Program utilizing NC FAST effective April 1, 2012. For these reasons it necessary to request a budget amendment at this time.

To prepare for April 1, 2012 timeline, Pender DSS must have all active Food Stamp cases scanned and put in electronic format over the next three (3) months. In order to meet this challenge, Pender DSS needs to contract with a *document imaging company* that offers (1) security to protect confidentiality of records (2) accuracy (3) high volume scanning, and (4) 24/hr access to records.

Pender DSS has obtained two (2) bids, one from StarPoint and another from Advanced Imaging Systems. DSS would like County Commissioner approval for a contract with Advanced Imaging Systems since the StarPoint bid does not contain a specified amount for handling Phase I of Food & Nutrition Services; and AIS already provides excellent service in Pender County for the Register of Deeds Office. The initial cost for Phase I implementation of Food & Nutrition Services (4,500 cases) will be \$57,908.35 with Federal Reimbursement covering approximately 55% of that amount, leaving an actual County cost of \$26,058.95. Additional funding will be required for NC FAST/document imaging to complete the project. This will be addressed in the upcoming budget. The NC FAST system will provide productivity tools to Case Workers that will enable them to complete cases in record time.

SPECIFIC ACTION REQUESTED: The Board is requested to approve a FY 11-12 budget amendment appropriating \$57,908.35 from undesignated fund balance to DSS Contracted Services; and to approve a contract and purchase order with Advanced Imaging Systems for \$57, 908.35 for document imaging services

COUNTY MANAGER'S RECOMMENDATION

Respectfully recommend approval.

RS

Initial

RESOLUTION

NOW, THEREFORE BE IT RESOLVED by the Pender County Board of Commissioners that:

the FY 2011-2012 Annual Budget Ordinance is hereby amended as follows; and that a contract and purchase order is approved to Advanced Imaging Systems in the amount of \$57,908.35. The Chairman/County Manager is authorized to execute any/all documents necessary to implement this resolution.

Increase Contracted Services

100-404500 \$57,908.35

Decrease Fund Balance

10-399000 \$57,908.35

AMENDMENTS:

MOVED _____ SECONDED _____

APPROVED _____ DENIED _____ UNANIMOUS

YEA VOTES: Brown _____ Tate _____ Rivenbark _____ Ward _____ Williams _____

Chairman 12/12/2011
Date

ATTEST 12/12/2011
Date