

FORSYTH COUNTY

BOARD OF COMMISSIONERS

MEETING DATE: FEBRUARY 11, 2013 AGENDA ITEM NUMBER: 9

- SUBJECT:**
- A. RESOLUTION AUTHORIZING EXECUTION OF CONTRACTS FOR TEMPORARY PERSONNEL TO HELP CONVERT FOOD AND NUTRITION CASES TO THE STATE NCFAST SYSTEM**

 - B. AMENDMENT TO THE FY 2012-2013 BUDGET ORDINANCE TO APPROPRIATE \$250,000 FROM CONTINGENCY TO THE DEPARTMENT OF SOCIAL SERVICES TO FUND TEMPORARY PERSONNEL TO HELP CONVERT FOOD AND NUTRITION CASES TO THE STATE NCFAST SYSTEM
(FORSYTH COUNTY DEPARTMENT OF SOCIAL SERVICES)**

COUNTY MANAGER'S RECOMMENDATION OR COMMENTS: Recommend Approval

SUMMARY OF INFORMATION:-

As part of the mandated change to NCFAST, the State is requiring that Forsyth County fully convert to NCFAST by March 18, 2013. In order to do this, DSS needs 35 computers with dual monitors. The State will supply 20 computers for an unspecified period of time, with the other 15 computers to be provided by the County MIS Department. In addition, DSS requests funds to contract for the services of 35 temporary employees to assist with the conversion of the Food and Nutrition cases to NCFAST. The following is an outline of the DSS conversion plan:

- The State of NC will electronically load all current 26,000 Forsyth County Food and Nutrition cases in FSIS (the current State system) into NCFAST during the weekend of March 16 & 17, 2013;
- Because FSIS only has a small percentage of the information from the paper files, ALL counties are required to manually load the remainder of the information into NCFAST on their case review date;
- The manual upload is being called CONVERSION and happens upon the normally scheduled case review. It takes an estimated 1.5 hours per case due to information being added and deleted in this process and follows a 31 point process for each case;
- It is estimated that it will take 6-7 months to convert all Forsyth County Food and Nutrition cases;
- The total projected cost for the Food and Nutrition conversion by temporary workers is \$546,000 (26,000 cases x 1.5 hours per case x \$14/hour);
- With a March 15 start date, approximately \$250,000 will be needed during the remainder of FY2013;
- The current Food and Nutrition workers (28 positions) cannot handle the additional workload because in addition to this conversion, the new reviews in NCFAST will take approximately 40 minutes longer per review in the first cycle of reviews;
- The entire process will need to be repeated if the State requires Medicaid to convert in late 2013.

Funds for this State mandate will come from Contingency.

ATTACHMENTS: YES NO

SIGNATURE: *J. Kendall White, Jr.* DATE: February 6, 2013
COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF CONTRACTS FOR
TEMPORARY PERSONNEL TO HELP CONVERT FOOD AND NUTRITION
CASES TO THE STATE NCFAST SYSTEM**

WHEREAS, the State of North Carolina is requiring Forsyth County to convert all of its 26,000 Food and Nutrition Cases to the NCFAST System by March 18, 2013, which conversion will cost Forsyth County approximately \$546,000 in additional labor; and

WHEREAS, the County will need to contract with temporary employment agencies to hire approximately 35 temporary workers in order to complete the conversion within the required time frame;

NOW, THEREFORE, BE IT RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the County Manager to negotiate contracts with temporary employment agencies, on behalf of Forsyth County, in order to complete the conversion of Forsyth County's 26,000 Food and Nutrition Cases to the NCFAST System by March 18, 2013.

BE IT FURTHER RESOLVED that the Forsyth County Board of Commissioners hereby authorizes the Chairman, County Manager and Clerk to the Board to execute, on behalf of Forsyth County, all necessary contracts with temporary employment agencies, within budgeted amounts, in order to provide the necessary personnel to complete the conversion of Forsyth County's 26,000 Food and Nutrition Cases to the State NCFAST System by March 18, 2013.

Adopted this the 11th day of February, 2013.

**FORSYTH COUNTY, NORTH CAROLINA
AMENDMENT TO
FY 2012-2013 BUDGET ORDINANCE**

FROM: BUDGET & MANAGEMENT

MEETING DATE: February 11, 2013

EXPLANATION:

As part of the mandated change to NCFAST, the State is requiring that Forsyth County fully convert to NCFAST by March 18, 2013. In order to do this, DSS needs 35 computers with dual monitors. The State will supply 20 computers for an unspecified period of time, with the other 15 computers to be provided by the County MIS Department. In addition, DSS requests funds to contract for the services of 35 temporary employees to assist with the conversion of the Food and Nutrition cases to NCFAST. The following is an outline of the DSS conversion plan:

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**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF FORSYTH COUNTY THAT THE
2012-2013 BUDGET ORDINANCE IS HEREBY AMENDED AS FOLLOWS:**

DECREASE: SECTION 2. APPROPRIATIONS.
GENERAL FUND
CONTINGENCY

\$250,000

INCREASE: SECTION 2. APPROPRIATIONS.
GENERAL FUND
SOCIAL SERVICES

\$250,000

NATURE OF TRANSACTION:
 Additional Revenue Available
 Transfer within Accounts of
Same fund
 Other:

**APPROVED BY BOARD OF COUNTY
COMMISSIONERS AND ENTERED ON
MINUTES DATED _____
AGENDA ITEM NUMBER _____**
