

REQUEST FOR BOARD ACTION

HENDERSON COUNTY BOARD OF COMMISSIONERS

MEETING DATE: April 18, 2012

SUBJECT: Request for Budget Amendment to Purchase Northwoods Case File Management Business Solution

PRESENTER: Liston B. Smith (Director) and Penny Summey (Administrator)

ATTACHMENTS: Yes
(I.) Line-Item Transfer Request

SUMMARY OF REQUEST:

Henderson County Department of Social Services, in preparation for North Carolina Families Accessing Services through Technology (NC FAST) implementation and the need to bring automation and trackable workflow to the economic service programs (Food and Nutrition Benefits and Medicaid), is requesting to purchase \$53,575 in necessary hardware and \$209,015 in Document Management software and maintenance from Northwoods Consulting Partners. The system will provide the following benefits and efficiencies:

- Provides scanning and indexing at the point where a document/client enters the agency
- Creates an updated store of case and client information for quick reference and auto-populates information to forms and other applications
- Allows staff to accomplish their daily tasks from a single application
- Stores documents and other information automatically and allows instantaneous access to electronic documents
- Brings automation and trackable workflow to various routine duties
- Will decrease the costs of copying files, paper, and file storage
- Will increase worker efficiency by two (2) hours per day (approx.)

Federal and State reimbursements for the purchase of the hardware and software/maintenance will be \$86,726 which will bring the total cost to \$175,864.

An annual maintenance cost of \$20,570 will be applicable beginning FY 13/14 and on-going. Of this amount, \$4360 is reimbursable.

BOARD ACTION REQUESTED:

To approve the purchase of the hardware (\$53,575) and Document Management software from Northwoods Consulting Partners (\$209,015) for the purpose of automation and integration of the NC FAST information system. Offsetting Federal and State revenue (\$86,726) will reduce the county investment to \$175,864. Funds will be transferred within the DSS budget to cover the cost of the acquisition.

Suggested Motion: *I move approval for the Department of Social Services to proceed with technology purchases through a budget amendment as requested.*



**LINE-ITEM TRANSFER REQUEST
HENDERSON COUNTY**

Department: Department of Social Services

Please make the following line-item transfers:

What expense line-item is to be increased?

Account	Line-Item Description	Amount
<u>115531-526020</u>	<u>Non-Expendable Supplies</u>	<u>\$22,837</u>
<u>115531-526201</u>	<u>Non-Capital Technology</u>	<u>\$239,753</u>
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What expense line-item is to be decreased? Or what additional revenue is now expected?

Account	Line-Item Description	Amount
<u>115535-539906</u>	<u>Foster Care IVE</u>	<u>\$262,590</u>
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Justification: *Please provide a brief justification for this line-item transfer request.*
 Purchase of the hardware and Document Management software from Northwoods Consulting Partners for the purpose of automation and integration of the NC FAST information system. Approved by the BOC 4/18/12

Liston Smith
 Authorized by Department Head

4/18/2012
 Date

 Authorized by Budget Office

 Date

 Authorized by County Manager

 Date

For Budget Use Only

Batch #

BA #

Batch Date