

June 28, 2005

Board of Supervisors  
3501 Civic Center Drive  
San Rafael, CA 94903

**SUBJECT: Health & Human Services Department, Social Services and Mental Health  
Division: Agreement with Dan Gardner to Provide Financial Management  
Consulting Services in the Amount of \$51,000 for FY 05/06 (New)**

Dear Supervisors:

**RECOMMENDATION:** Approve and authorize President to sign and execute agreement with Dan Gardner in the amount of \$51,000.

**SUMMARY:** The HHS Chief Fiscal Officer has been assigned to the Enterprise Resource Planning Project team for the next year to assist with the implementation of SAP. The Department seeks the services of a consultant to assist in budget management for Social Service Programs periodically during this time. In addition, the Department has asked Mr. Gardner to review fiscal practices for the Division of Mental Health - Public Guardian. Dan Gardner is a CPA and consultant who has many years experience managing Social Services Program funds and also provides Fiscal Officer training to counties through U. C. Davis. Mr. Gardner will be working in HHS for 4-6 days per month beginning 7/11/05.

**COMMUNITY BENEFIT:** The contract will support executive level participation by the Health and Human Services in the Enterprise Resource Planning Project, providing assurance that the system will serve the complex business needs of Health and Human Services. Additionally, these services will assist in managing Social Service revenue claiming, enhance cost and revenue summaries, and assist the Public Guardian in continuous quality improvement efforts.

**FISCAL IMPACT:** There is no increase in net county cost as a result of approving this contract. Funds are included in the FY 05/06 proposed budget in budget centers 615-2533 (\$33,000) and 673-2533 (\$18,000).

**REVIEWED BY:**

Auditor Controller	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Human Resources	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
County Counsel	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Sincerely,

Larry Meredith, Ph.D.  
Director of Health and Human Services

LM/CG/cg