



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Human Resources  
**Department No.:** 064  
**For Agenda Of:** September 14, 2021  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Maria Elena de Guevara, Human Resources Director, 568-2817  
Director(s)  
Contact Info: Don Nguyen, Business Manager, 568-2823

**SUBJECT:** Temporary Employment Services Contracts

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify and authorize the Chair to execute the First Amendment to Board Contract #BC21098 with Robert Half, Inc. The amendment extends the original contract term start date from July 1, 2021 to May 1, 2021 to cover expenses incurred by County departments at Fiscal Year End that exceeded the prior year's contract value; and
- b) Determine that the County's economic interests are served by the contract, pursuant to Government Code Section 31000.4, by meeting immediate administrative staffing needs that arise suddenly and cannot be met through the County's extra help hiring process; and
- c) Determine pursuant to California Environmental Quality Act (CEQA) Guidelines Section 15378(b)(4) that the above action is a government fiscal activity which does not involve any commitment to any specific project which may result in a potentially significant physical impact on the environment, and therefore is not a project subject to environmental review.

**Summary Text:**

County departments utilize temporary employment services to fill short term, often unanticipated or emergency staffing needs such as filling behind an employee with a sudden illness or meeting the needs of a peak workload. At the end of FY2020-21 departments submitted invoices for payment that caused the total amount expended for the year to exceed the contract value of the existing contract with Robert Half Inc. for temporary services. This amendment changes the contract term of the Board Contract that was approved at the FY21-22 Budget Hearings to allow for the payment of those invoices. This amendment does not increase the amount of the contract already approved by the Board.

**Background:** The Board of Supervisors authorized a contract with Robert Half Inc, during the FY21-22 Budget hearings as part of the on-going contracts process. After the budget hearings, the Auditor-Controller's office became aware of outstanding invoices that would result in expenditures beyond the approved amount in Robert Half's FY20-21 contract and due to the timing, we were unable to complete an amendment to the FY20-21 contract before the end of the fiscal year resulting in the need to amend the FY21-22 contract instead. By approving this amendment, the Board would authorize the Auditor-Controller's office to process payments for those outstanding invoices without increasing the already approved contract amount with Robert Half Inc for FY 21-22. In addition, Human Resources will be partnering with Purchasing to implement improved contract monitoring to avoid similar incidents in the future.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Departments budget for temporary help at various levels depending on their anticipated needs. This amendment does not change the contract amount already approved by the Board; it merely enables payment of the outstanding invoices incurred during the prior fiscal year.

**Key Contract Risks:**

Risk to the County is limited.

**Special Instructions:** Please return one copy of the executed First Amendment to the Human Resources Department, attention Don Nguyen.

**Attachments:**

First Amendment to the Agreement with Robert Half International, Inc.

**Authored by:** Don Nguyen

**cc:**