



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:** Clerk-Recorder-  
Assessor  
**Department No.:** 062  
**For Agenda Of:** 05/03/2016  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** 3/5

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**TO:** Board of Supervisors  
**FROM:** Joseph E. Holland, Clerk-Recorder-Assessor  
Contact Info: Wesley Welch, Fiscal Manager x 2214  
**SUBJECT:** First Amendment to Agreement for Services of Independent Contractor with  
Robert Half International Inc.

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**County Counsel Concurrence**

As to form: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Other Concurrence:** Risk Management

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a. Approve and authorize the Chair to execute the First Amendment to the existing Agreement with Robert Half International Inc. doing business through its division Office Team; and
- b. Determine that the above actions are not a project under the California Environmental Quality Act (CEQA) pursuant to Section 15378(b)(5) of the CEQA Guidelines, because they consist of administrative activities of the County that will not result in direct or indirect physical changes in the environment.

**Summary Text:**

This item is on the agenda to execute a First Amendment to the Agreement with Robert Half International Inc. doing business through its division Office Team to amend the procedures for performing background checks on applicants for certain temporary staff positions.

**Background:**

The County executed an Agreement with Office Team on October 6, 2015 for temporary staffing services. The agreement specified that Office Team, at the County's expense, will have a third party vendor perform a seven-year criminal background investigation on applicants for the Administrative Assistant, Customer Service Representative, Data Entry Operator, or Office Assistant Lead positions who have met the minimum qualifications and would likely be assigned to the County. Office Team will not assign any individual whose background check reveals any convictions or pending charges for felonies or misdemeanors involving crimes of dishonesty or violence.

Elections is requesting an amendment to this section to have a third party vendor perform a KwikScreen background check. KwikScreen, a proprietary national criminal database, is one of the largest in the industry with over 525 Million criminal records from more than 1,100 sources including county court records, state repositories, Department of Corrections, Administration of the Court, state sex offender registries, and government and terrorist watch lists. Elections has a considerable number of positions which need to be filled during the critical election timeframes. The current process, a seven-year criminal background check, takes up to two weeks to complete while the KwikScreen typically takes less than one day. The quick turnaround on the checks is necessary for staffing the positions during these timeframes. Additionally, the seven-year background check is only completed for each county the applicant listed on their application whereas the KwikScreen is a nationwide check. There is also a cost savings as the seven-year background checks can cost up to \$60 per check and the KwikScreen is less than \$15 per check.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

There is no fiscal impact from these recommended actions as the not to exceed contract amount remains the same.

**Special Instructions:**

Send copy of minute order to Wesley Welch in the Clerk-Recorder-Assessor and two (2) copies of the fully executed amendment.

**Attachments:**

- A. First Amendment to Office Team Board Contract BC16122
- B. Office Team Board Contract BC16122

**Authored by:**

Heather McCaslin and Wesley Welch