



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: July 2, 2019
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

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: Third Amendment to Agreement between County of Santa Barbara and
Crossroads Staffing for Temporary Personnel Services

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, ratify and authorize the Chair to execute the Third Amendment to Board Contract #BC19071. The amendment increases the total contract amount by \$100,000 through June 30, 2020 for a total contract value of \$650,000; and
- b) Determine that the County's economic interests are served by such a 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:

On July 17, 2018, the Board approved a contract with Crossroads Staffing for Temporary Personnel Services. On June 4, 2019, the Board increased the total contract value. Countywide usage of this contract has continued to be higher than originally anticipated, which requires this amendment to increase the contract value by \$100,000 through June 30, 2020 for a total contract amount of \$650,000. This amendment leaves all other terms and conditions unchanged. The contract provides a not to exceed amount and does not commit the County to any minimum level of spending.

Background:

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. California Government Code Section 31000.4 authorizes the use of temporary employees to a period of no more than 90 days.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

The County is under no obligation to purchase any minimum level of temporary services. Departments' use of temporary services is paid for through current budget allocations. The current contract value for Fiscal Year 18-19 is \$275,000 with year-to-date expenditures of \$271,300. This amendment increases the total contract amount by \$100,000, of which \$35,000 is anticipated for Fiscal Year 2018-2019 and the remaining amount would be available for the remainder of the contract term ending June 30, 2020. This increases the total contract value to \$650,000.

Key Contract Risks:

Risk to the County is limited. As the employer of record Crossroads is required to carry General Liability, Workers' Compensation, and Unemployment Insurance for the temporary workers. The Agreement allows the County to dismiss any staff provided by the vendor for unsatisfactory performance or behavior. The County has used the vendor successfully for several years with no significant issue.

Special Instructions: Please return one copy of the executed agreement to Human Resources attention Tracy Rogers.

Attachments:

Attachment A: Third Amendment to Agreement between County of Santa Barbara and Crossroads Staffing for Temporary Personnel Services

Authored by: Don Nguyen