



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:** August 18, 2020  
**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: N/A

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute the Agreements for Services of Independent Contractor to provide temporary employment services with Crossroads Staffing for the period of July 1, 2020 through June 30, 2021 in an amount not to exceed \$350,000; and
- b) Approve, ratify, and authorize the Chair to execute the Agreements for Services of Independent Contractor to provide temporary employment services with Robert Half International Inc. for the period of July 1, 2020 through June 30, 2021 in an amount not to exceed \$350,000; and
- c) Determine that the County's economic interests are served by each 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
- d) 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. Both vendors have extensive experience meeting the needs of County departments. By establishing contracts with both vendors, departments will have the flexibility to use whichever vendor can supply the best qualified people, at the most competitive cost, within the timeframe needed by the department. While each contract provides a not to exceed amount, neither contract commits the County to any minimum level of spending.

**Background:** The Board of Supervisors originally authorized contracts with these vendors in July, 2018. The Board subsequently approved contract amendments for these vendors to provide services through June 30, 2020. These new contracts will replace the original contracts with a contract term with each vendor of July 1, 2020 through June 30, 2021. Temporary services provide departments with resources to meet unanticipated staffing needs and peak workloads, but do not replace long-term staff. The use of temporary employees is limited to a period of no more than 90 days by the California Government Code.

**Fiscal and Facilities Impacts:**

Budgeted: Yes

**Fiscal Analysis:**

Departments budget for temporary help at various levels depending on their anticipated needs. Establishing multiple contracts provides a competitive environment in which departments will be able to select the services that provide them with the most favorable terms. The County is under no obligation to purchase any minimum level of temporary services.

**Key Contract Risks:**

Risk to the County is limited. As the employers of record, Crossroads and Robert Half International, Inc. are required to carry General Liability, Workers' Compensation, and Unemployment Insurance for the temporary workers. The agreements allow the County to dismiss any staff provided by the vendors for unsatisfactory performance or behavior. The County has used both vendors successfully for several years with no significant issues.

**Special Instructions:** Please return one copy of each executed agreement to the Human Resources Department, attention Amanda Blake.

**Attachments:**

Contract with Crossroads Staffing  
Contract with Robert Half International, Inc.

**Authored by:** Don Nguyen

**cc:**