



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:** April 6, 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:** First Amendment to Agreement between County of Santa Barbara and Robert Half International Inc. for Temporary Personnel Services

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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, ratify and authorize the Chair to execute the First Amendment to Board Contract #BC20113. The amendment increases the total contract amount by \$450,000 for the contract term of July 1, 2020 through June 30, 2021 for a total contract value of \$800,000; and
- b) Determine that the County's economic interests are served by such a contract, pursuant to Government Code § 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 August 18, 2020, the Board approved a contract with Robert Half International Inc. for Temporary Personnel Services for a contract period of July 1, 2020 through June 30, 2021. However subsequent usage of this contract has exceeded the original estimates, primarily due to use of the contract by General Services to provide IT support. In addition, General Services is utilizing the contract to provide purchasing and finance positions related to General Services' COVID-19 response. The IT positions include a Network Technician, a System Engineer, and a PC Technician. In total, of the original \$350,000 contract, General Services' COVID response utilized approximately \$270,000, which in combination with the normal usage of other departments has exhausted the original contract limit. Given the anticipated demand from County departments we are recommending that the contract amount be increased by an additional \$450,000 for a total contract amount of \$800,000. The contract provides a not to exceed amount and does not commit the County to any minimum level of spending.

**Background:**

For the current contract General Services has been the largest consuming department, however the department is taking steps to reduce their usage. General Services is in the process of recruiting for the PC Technician and will be opening recruitments for two project management positions that will allow them to begin reducing their usage of temporary services. In addition to the IT positions, General Services is currently utilizing two positions in finance and purchasing for COVID support utilizing FEMA funds. At the beginning of the fiscal year there was a third position that was supporting the County's RISE program that was funded through CARES. The RISE position has already ended, and General Services anticipates the need for the finance and purchasing COVID support positions will end on June 30, 2021. In general, 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 workloads or for new grant funded activity. California Government Code § 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.

**Key Contract Risks:**

Risk to the County is limited. As the employer of record Robert Half International Inc. 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 Don Nguyen.

**Attachments:**

**Attachment A:** First Amendment to Agreement between County of Santa Barbara and Robert Half International Inc. for Temporary Personnel Services

**Authored by:** Don Nguyen