



**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: May 24, 2022
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Director(s) Maria Elena de Guevara, Human Resources Director, 568-2817
Contact Info: Don Nguyen, Business Manager, 568-2823
DocuSigned by:
Maria Elena De Guevara
036272E4791E

SUBJECT: Second Amendment to Temporary Employment Services Contract

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 Second Amendment to Board Contract #BC21098 with Robert Half International Inc. The amendment increases the total contract amount by \$325,000 for the contract term of May 1, 2021 through June 30, 2022 for a total contract value of \$1,125,000; 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:

The Board of Supervisors authorized a contract with Robert Half International Inc. during the FY21-22 Budget hearings as part of the on-going contracts process and subsequently amended the contract start date in September 2021. 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. As of April 2022, the original contract value was exceeded. County Human Resources is recommending a contract amendment to allow for the payment of services incurred through April 30, 2022. Post April 30, 2022, departments were directed to either hire needed staff as Extra-Help employees or utilize the existing temporary services contract with Crossroads Staffing, which still had approximately \$260,000 left, in lieu of continuing to use Robert Half International Inc. for temporary services. Departments' use of temporary services is paid for through current budget allocations.

Background: The Board of Supervisors authorized a contract with Robert Half International Inc. during the FY21-22 Budget hearings as part of the on-going contracts process and approved the First Amendment on September 14, 2021. For the current contract General Services has been the largest user, primarily for project work related to the Countywide transition to the Microsoft 365 suite. This was the exception and otherwise the use of temporary services has been moderate across the County. 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. Future temporary services contracts will include a requirement for quarterly (at a minimum) review meeting with the vendor(s) to ensure that usage is being actively monitored.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Departments budget for temporary help at various levels depending on their anticipated needs. While this amendment increases the existing contract value it does not allocate any additional funds. 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 Second Amendment to the Human Resources Department, attention Don Nguyen.

Attachments:

Second Amendment to the Agreement with Robert Half International Inc.

Page 3 of 3

Authored by: Don Nguyen