



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 5, 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:** Second 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 Second Amendment to Board Contract #BC19072. The amendment increases the total contract amount by \$400,000 for the contract term of June 1, 2019 through June 30, 2020 for a total contract value of \$750,000; 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) Authorize and ratify the County Executive Officer's approval, as Director of Emergency Services, of the immediate purchase on April 8, 2020 of consultant services from Robert Half International Inc. in accordance with County Code § 12-5(b)(2) and Government Code § 25502.7; 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:**

On July 17, 2018, the Board approved a contract with Robert Half International Inc. for Temporary Personnel Services. The Board subsequently approved the First Amendment on October 8, 2019, which increased the total contract value to \$350,000. However subsequent usage of this contract by County departments has exceeded the original estimates, primarily due to staffing related to limited-term grants. Given the anticipated demand from County departments HR is recommending that the contract amount be increased by an additional \$400,000 for a total contract amount of \$750,000. Additionally, on April 8, 2020, the County Executive Officer authorized the expedited hire of consultant services under the Robert Half contract to backfill behind current County staff who have been supporting emergency operations due to the COVID-19 pandemic. 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 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 Amanda Blake.

**Attachments:**

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

**Authored by:** Don Nguyen