



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:** Social Services  
**Department No.:** 044  
**For Agenda Of:** April 10, 2018  
**Placement:** Administrative  
**Estimated Time:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors

**FROM:** Department Daniel Nielson, Social Services Director  
Director(s) (805) 346-7101  
Contact Info: Terrie Concellos, Administrative Services Deputy Director,  
(805) 346-7251

**SUBJECT:** Agreement with W. Brown Creative Partners for Recruiting and Selection 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 and authorize the Chair to execute an Agreement with W. Brown Creative Partners (not a local vendor) to provide Recruiting and Selection services for a total contract amount not to exceed \$32,000 for the period of May 1, 2018 through June 30, 2019; and
- b) Determine that the approvals and execution of the above Agreement is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), finding that the approvals and execution of the Agreement are covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment, and where it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment, the activities are not subject to CEQA.

**Summary Text:**

This item is on the agenda as the Department of Social Services (DSS) and other County departments have multiple Agreements with W. Brown Creative Partners (WBCP) that in aggregate will exceed \$100,000 and to recommend that the Board approve the Agreement with WBCP to provide recruiting and selection services. This Agreement with WBCP is to provide recruiting and selection search services for a total contract amount not to exceed \$32,000 for the period from May 1, 2018 through June

30, 2019. These recruiting and selection services are to assist DSS in recruiting critical hard-to-fill Information Technology (IT) positions. DSS recommends the approval of this Agreement.

**Background:**

DSS currently has two vacant Electronic Data Processing Systems Programming Analyst (EDP SPA) I/II positions. These positions which are designated for reporting and security are critical in meeting the Department’s mandates. The reporting position extracts and provides Department management and staff critical data from the numerous systems in which DSS operates. Not only do these reports provide management data, these reports also report outcomes required by the California Department of Social Services. The security position will ensure that all mandated security requirements are followed and that the various systems designed to detect breaches are working as designed. This position will also provide security investigatory services to the Department as needed.

Due to the difficulty in attracting qualified candidates for these positions, DSS has elected to use a specialized recruitment service vendor who has expertise in finding specialized applicants. WBCP has been successful in attracting successful candidates for IT positions in Napa, San Luis Obispo and Santa Barbara Counties. WBCP has a track record of working successfully with elected officials, constituents, staff, and community-based organizations through its comprehensive recruitment process.

Wendi Brown, President of WBCP, has more than 20 years of work experience grounded in marketing, advertising, and executive search for private, public and non-profit organizations in California and Oregon. Her expertise combining marketing and recruiting concepts returns excellent results in filling hard-to-fill, management, and executive management positions. WBCP provides general management oversight for client relations, project management, and recruiting consulting services. County has experience with WCBP and has utilized its expertise to fill previous IT and executive positions.

**Fiscal and Facilities Impacts:** Budgeted: Yes

**Fiscal Analysis:**

<b><u>Funding Sources</u></b>	<b><u>On-Time Cost:</u></b>	<b><u>Annualized On-going Cost:</u></b>	<b><u>Total One-Time Project Cost</u></b>
General Fund	\$ 1,600.00		\$ 1,600.00
State	\$ 11,520.00		\$ 11,520.00
Federal	\$ 18,880.00		\$ 18,880.00
Fees			\$ -
Other:			\$ -
<b>Total</b>	<b>\$ 32,000.00</b>	<b>\$ -</b>	<b>\$ 32,000.00</b>

Narrative: Funding for this Agreement is 59% Federal, 36% State, and 5% County General Fund Contribution. Sufficient appropriations (\$32,000) is included in the Department’s fiscal year 2017-2018 Adopted Budget.

**Key Contract Risks:**

The risk assessment worksheet has been completed and DSS has determined that the WBCP is a low risk vendor. WCBP is insured for General and Professional Liability. County has experience with the WCBP and is confident of its ability to provide services.

**Staffing Impacts:**

**Legal Positions:**

0

**FTEs:**

0

**Special Instructions:**

Please scan, email and send one (1) duplicate original Agreement, and a copy of the minute order to:  
DSS Contracts Unit  
C/O Emma Duncan, Contracts Coordinator  
2125 S. Centerpointe Parkway, 3<sup>rd</sup> Floor  
Santa Maria, CA 93455

**Attachments:**

1. Attachment 1 - Agreement – WBCP – Recruiting and Selection Services

**Authored by:**

Terrie Concellos, Administrative Services Deputy Director  
Emma Duncan, Contracts Coordinator  
Tricia Beebe, Contracts Coordinator