



RONALD L. BROWN
PUBLIC DEFENDER

LAW OFFICES
LOS ANGELES COUNTY PUBLIC DEFENDER
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LOS ANGELES, CALIFORNIA 90012
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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

December 20, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

49 December 20, 2016

LORI GLASGOW
EXECUTIVE OFFICER

Dear Supervisors:

APPROVAL OF CONTRACT EXTENSION FOR AS-NEEDED SECRETARIAL/CLERICAL AND ACCOUNTING SERVICES (ALL DISTRICTS) (3 VOTES)

SUBJECT

Approval to exercise the final contract extension for As-Needed Secretarial/Clerical and Accounting Services contracts for one (1) additional year, beginning January 29, 2017, and ending January 28, 2018, with the use of such contracts limited to temporary contract work for as-needed secretarial/clerical and accounting services personnel that the County's upcoming pilot temporary staff registry is unable to fill.

IT IS RECOMMENDED THAT THE BOARD:

Approve the one-year extension, from January 29, 2017 through January 28, 2018, to Agreements No. 78320 with Staffmark, 78321 with Future Personnel Agency, Inc. (dba: Top Tempo), and 78323 with HR Management Corporation for As-Needed Secretarial/Clerical and Accounting Services.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On December 16, 2014, the Board of Supervisors approved the As-Needed Secretarial/Clerical and Accounting Temporary Services Contract to provide temporary personnel on a short-term, intermittent basis, for a one year period beginning January 29, 2015 and ending January 28, 2016, with the option to renew the Contract for up to two one-year periods. The Contract was renewed for the first one-year period beginning January 29, 2016 and ending January 28, 2017.

Additionally, upon Supervisor Solis's motion on December 16, 2014, the Board instructed the

Director of Personnel to consult with the Director of Community and Senior Services and the Chief Executive Officer to analyze the feasibility of creating a County temporary services registry (Registry), to be used by all County departments for secretarial/clerical and accounting services and to report back to the Board in 45 days.

On February 13, 2015, the Director of Personnel submitted the Registry report to the Board with preliminary assessment and recommendations. As of November 2016, the Registry is not yet available for use. The availability of the temporary secretarial and clerical services is important to the departments submitting this joint request; this extension ensures uninterrupted, streamlined availability of temporary personnel for the Public Defender (PD), the Department of Public Social Services (DPSS), and Child Support Services Department (CSSD) should any of these departments need them, in order to handle peak workload periods at critical times. The contracts will only be utilized, as needed and secondary to the pilot registry, in the event that the upcoming pilot registry is unable to provide the necessary temporary clerical or accounting staff that is needed within PD, DPSS, or CSSD.

Implementation of Strategic Plan Goals

The agreement is consistent with the principles of the Countywide Strategic Plan Goal #1 (Operational Effectiveness/Fiscal Sustainability) to maximize the effectiveness of the processes, structure, operations, and strong fiscal management to support timely delivery of customer-oriented and efficient public services; Goal #2 (Community Support and Responsiveness) to enrich lives of Los Angeles County residents by providing enhanced services, and effectively planning and responding to economic, social, and environmental challenges; and Goal #3 (Integrated Services Delivery) to maximize opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety services.

FISCAL IMPACT/FINANCING

During the first year of the contract for the twelve-month period from January 29, 2015 to January 28, 2016, the cost of services utilized by the Public Defender, Department of Public Social Services, and the Department of Child Support Services was \$0, \$138,501, and \$0, respectively.

For the first of the two one-year renewals, for the twelve-month period from January 29, 2016 to January 28, 2017, the cost of services utilized by the Public Defender, Department of Public Social Services, and the Department of Child Support Services was \$22,000, \$293,972, and \$0, respectively.

For the second and final renewal, for the twelve-month period of January 29, 2017 to January 28, 2018, the contractually authorized amount of services for the three combined Departments is up \$1.2 million. The Public Defender is authorized up to \$250,000, the Department of Public Social Services is authorized up to \$700,000, and the Child Support Services Department is authorized up to \$250,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County is authorized under California Government Code Section 31000.4 to obtain temporary help to assist the County during any peak workload, temporary absence, or emergency other than a

labor dispute, provided that the temporary work contract is in the economic interest of the County rather than employing persons for such purpose. Use of temporary help under this Government Code Section is limited to a period not to exceed ninety (90) days for any single peak work load, temporary absence, or emergency situation.

For the past several years, the Public Defender and the Department of Public Social Services have utilized the services of temporary agencies to fill critical work assignments. The use of temporary agencies on an as-needed basis is necessary to fill emergent or unanticipated needs when existing County employees are unavailable or cannot be transferred from other locations.

On December 16, 2014, Supervisor Solis entered a motion that restricts the delegated authority to extend the contract without Board approval (Attachment I).

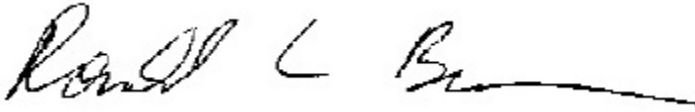
IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on any other County program or project.

CONCLUSION

The requested extension is required to ensure uninterrupted service to the public. Upon your Board's approval of the extension, it is requested that the Executive Officer-Clerk of the Board return an approved copy of the Board letter to the Public Defender at 210 West Temple Street 19th Floor Los Angeles, CA 90012, Attention: Brian Hoffman, Management Fellow, (213) 974-2888 for distribution.

Respectfully submitted,



RONALD L. BROWN
Public Defender



SHERYL L. SPILLER
Director



STEVEN J. GOLIGHTLY, Ph.D.
Director

RLB::SSS:SJG:bh

Enclosures

c: Chief Executive Officer
Executive Officer, Board of Supervisors
County Counsel

MOTION BY SUPERVISOR HILDA L. SOLIS

December 16, 2014

TEMPORARY SECRETARIAL / CLERICAL & ACCOUNTING SERVICES

For years, County departments have utilized temporary service agencies to assist during workload peaks, temporary absences, and emergent unanticipated situations.

The use of these outside agencies bypasses a pool of qualified individuals seeking employment through our County's Workforce Investment Board as well as students in need of work experience at our community colleges.

The County's greatest asset has always been our employees. The County should take this opportunity to reinvest in our constituents who are working to improve themselves, and simultaneously build the pool of potential future permanent County employees.

In the interim, the County will continue to have a need for temporary services.

I, THEREFORE MOVE that the Board of Supervisors approve the recommended temporary services Agreements for one-year. Exercising any option years will require Board approval. And,

Direct the Director of Personnel of the Department of Human Resources, in consultation with the Director of the Department of Community and Senior Services and the Interim Director of the Chief Executive Office, to:

Analyze the feasibility of creating a temporary services registry, to be used by all County departments, for secretarial / clerical and accounting services, utilizing Workforce Investment Board participants and community college students, and report back in 45 days.

#

SLS:JAB

MOTION

Solis	_____
Ridley-Thomas	_____
Kuehl	_____
Knabe	_____
Antonovich	_____

AMENDMENT NO. 2 TO CONTRACT 78320
ONE YEAR EXTENSION

This Amendment Number 2 is made by the County of Los Angeles (hereinafter "COUNTY") and STAFFMARK.

WHEREAS, on December 16, 2014, the COUNTY and STAFFMARK entered into Contract Number 78320 for as-needed secretarial/clerical and accounting temporary services (hereinafter "CONTRACT"); and

WHEREAS Section 4.0, "Term of Contract," of the CONTRACT gives the COUNTY the sole option to extend this Contract term for up to two (2) additional one-year periods, for a maximum total Contract term of three (3) years; and each such option and extension shall be exercised at the sole discretion of the Board of Supervisors or his/her designee as authorized by the Board of Supervisors.

THEREFORE, the parties agree as follows:

Effective January 29, 2017, the COUNTY has chosen to exercise the second of two such options and extend the Contract term with STAFFMARK for an additional one-year period to and including January 28, 2018.

EXCEPT AS PROVIDED IN THIS AMENDMENT, ALL OTHER TERMS AND CONDITIONS TO AGREEMENT NUMBER 78320 SHALL REMAIN IN FULL FORCE AND EFFECT.

RONALD BROWN
Public Defender
Public Defender's Office

Date

STEVEN J. GOLIGHTLY, Ph.D.
Director
Child Support Services Department

Date

SHERYL L. SPILLER
Director
Department of Public Social Services

Date

Approved as to Form:
MARY C. WICKHAM

JENNIFER A.D. LEHMAN
Assistant County Counsel

Date

AMENDMENT NO. 2 TO CONTRACT 78321
ONE YEAR EXTENSION

This Amendment Number 2 is made by the County of Los Angeles (hereinafter "COUNTY") and FUTURE PERSONNEL AGENCY, INC. (DBA: TOP TEMPO).

WHEREAS, on December 16, 2014, the COUNTY and FUTURE PERSONNEL AGENCY, INC. entered into Contract Number 78321 for as-needed secretarial/clerical and accounting temporary services (hereinafter "CONTRACT"); and

WHEREAS Section 4.0, "Term of Contract," of the CONTRACT gives the COUNTY the sole option to extend this Contract term for up to two (2) additional one-year periods, for a maximum total Contract term of three (3) years; and each such option and extension shall be exercised at the sole discretion of the Board of Supervisors or his/her designee as authorized by the Board of Supervisors.

THEREFORE, the parties agree as follows:

Effective January 29, 2017, the COUNTY has chosen to exercise the second of two such options and extend the Contract term with FUTURE PERSONNEL AGENCY, INC. for an additional one-year period to and including January 28, 2018.

EXCEPT AS PROVIDED IN THIS AMENDMENT, ALL OTHER TERMS AND CONDITIONS TO AGREEMENT NUMBER 78321 SHALL REMAIN IN FULL FORCE AND EFFECT.

RONALD BROWN
Public Defender
Public Defender's Office

Date

STEVEN J. GOLIGHTLY, Ph.D.
Director
Child Support Services Department

Date

SHERYL L. SPILLER
Director
Department of Public Social Services

Date

Approved as to Form:
MARY C. WICKHAM

JENNIFER A.D. LEHMAN
Assistant County Counsel

Date

AMENDMENT NO. 2 TO CONTRACT 78323
ONE YEAR EXTENSION

This Amendment Number 2 is made by the County of Los Angeles (hereinafter "COUNTY") and HR MANAGEMENT CORPORATION

WHEREAS, on December 16, 2014, the COUNTY and HR MANAGEMENT CORPORATION entered into Contract Number 78323 for as-needed secretarial/clerical and accounting temporary services (hereinafter "CONTRACT"); and

WHEREAS Section 4.0, "Term of Contract," of the CONTRACT gives the COUNTY the sole option to extend this Contract term for up to two (2) additional one-year periods, for a maximum total Contract term of three (3) years; and each such option and extension shall be exercised at the sole discretion of the Board of Supervisors or his/her designee as authorized by the Board of Supervisors.

THEREFORE, the parties agree as follows:

Effective January 29, 2017, the COUNTY has chosen to exercise the second of two such options and extend the Contract term with HR MANAGEMENT CORPORATION for an additional one-year period to and including January 28, 2018.

EXCEPT AS PROVIDED IN THIS AMENDMENT, ALL OTHER TERMS AND CONDITIONS TO AGREEMENT NUMBER 78323 SHALL REMAIN IN FULL FORCE AND EFFECT.

RONALD BROWN
Public Defender
Public Defender's Office

Date

STEVEN J. GOLIGHTLY, Ph.D.
Director
Child Support Services Department

Date

SHERYL L. SPILLER
Director
Department of Public Social Services

Date

Approved as to Form:
MARY C. WICKHAM

JENNIFER A.D. LEHMAN
Assistant County Counsel

Date