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COUNTY OF LOS ANGELES PROBATION DEPARTMENT

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October 15, 2019

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

Dear Supervisors:

AUTHORIZATION TO EXTEND CONTRACTS WITH APPLEONE EMPLOYMENT SERVICES, INC. TO PROVIDE CLERICAL SERVICES FOR THE LOS ANGELES COUNTY PROBATION DEPARTMENT

(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The County of Los Angeles Probation Department (Probation) is requesting delegated authority to extend contracts with AppleOne Employment Services, Inc. (AppleOne) to provide clerical services at Barry J. Nidorf Juvenile Hall (BJNJH) and Central Juvenile Hall (CJH).

IT IS RECOMMENDED THAT THE BOARD:

1. Authorize the Chief Probation Officer or her designee to prepare and execute, upon approval as to form by County Counsel, modifications to two (2) contracts with AppleOne to extend contracts periods for 12-months in the estimated amounts as set forth on Attachment I, and for a subsequent 12-month option period, upon approval as to form by County Counsel.
2. Delegate authority to the Chief Probation Officer or her designee to prepare and execute amendments to these contracts for any decrease or increase not to exceed fifteen percent (15%) of the hourly rate and/or one hundred eighty (180) days to the period of performance pursuant to the terms of the contracts, upon approval as to form by County Counsel.
3. Delegate authority to the Chief Probation Officer or her designee to approve necessary changes to scope of service, and to terminate, in whole or in part, contract numbers 78143 and 78144 with

AppleOne once Probation has completed its solicitations and entered into agreements for clerical service contracts at BJNJH and CJH.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to authorize the Chief Probation Officer or her designee to prepare and execute contracts with AppleOne to extend contract periods. Probation has delayed release of the clerical services solicitations to assess its recruitment and hiring plan in response to a Board Motion that instructed the Chief to evaluate the feasibility of reducing Probation's reliance on contracted staff and increasing the use of County employees for clerical functions. It was determined that the volume of vacancies remains high due to hiring delays driven by candidates who do not pass their background check, competition from other Departments sharing the same pool of candidates, and candidates who withdraw from a prior Probation job offer due to a subsequent offer that is more proximate to their residence and/or offers from Departments that provide services that do not necessitate the same level of scrutiny within their candidate background checks. Elimination of contract clerical support would exacerbate the vacancy challenges, and substantially increase Probation's costs.

The proposed contract extension will avoid an interruption in critical services. The Chief Probation Officer or her designee will have delegated authority to terminate this extension, in whole or in part, at the sole discretion of the County once the solicitation process has been completed and Probation has entered into an agreement for clerical services.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the County of Los Angeles Strategic Plan Goal III: Realize Tomorrow's Government Today. Specifically, it will address Strategy III3 to Pursue Operational Effectiveness, Fiscal Responsibility, and accountability.

FISCAL IMPACT/FINANCING

The estimated amount for the contract extensions are set forth in Attachment I for the twelve (12) month periods and fully funded through Net County Cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On July 16, 2019 the Board adopted a motion to reduce the County's reliance on Prop A contracts. The July 16, 2019 motion instructed the CEO to report back on the following:

- Survey departments to develop a prioritized listing of potential classification that could be contracted in;
- Develop a 5-year phase-in plan for bringing those positions in-house, and
- Develop a multi-year funding strategy to address any incremental cost increases associated with bringing in previously contracted out positions.

The current contracts for BJNJH and CJH expire on October 31, 2019 and November 30, 2019, respectively. The term of the contract extensions shall be for a twelve (12) month period. The contracts are authorized by Los Angeles County Charter 44.7 and Los Angeles County Code

Chapter 2.121 (Proposition A). Probation has evaluated and determined that the Living Wage applies to the contract. Consequently, the contract includes compliance with the requirements for the County's Living Wage Program (Los Angeles County Code, Chapter, 2.201).

The contracts contain your Board's required contract provisions, including those pertaining to consideration of qualified county employees targeted for layoffs, as well as qualified GAIN/GROW participants for employment openings, compliance with Jury Service Ordinance, Safely Surrendered Baby Law and the Child Support Program.

The County will not request the contractor to perform services that exceed the Board approved contract amount, scope of work, and/or contract terms.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended actions will avoid a break in services, and allow time for Probation to complete its solicitation process while the CEO conducts a concurrent study of insourcing opportunities.

Respectfully submitted,



TERRI L. McDONALD
Chief Probation Officer

TLM:TH:DS:yh

Enclosures

c: Executive Officer
Chief Executive Office
County Counsel

Attachment I

Contractor	Contract Number	Facility	Estimated Amount	Extension Period
AppleOne	78143	Barry J. Nidorf Juvenile Hall	\$744,000	November 1, 2019 to October 31, 2020
AppleOne	78144	Central Juvenile Hall	\$1,029,000	December 1, 2019 to November 30, 2020