



# COUNTY OF HUMBOLDT

For the meeting of: 2/15/2022

---

File #: 22-91

---

**To:** Board of Supervisors

**From:** County Administrative Office

**Agenda Section:** Consent

**SUBJECT:**

First Amendment to the Professional Services Agreement with Municipal Resource Group (MRG), LLC., for Human Resources and Personnel Support Services and Supplemental Budget (4/5 vote required)

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Chair, to execute, the attached first amendment to the professional services agreement with MRG regarding human resources and personnel support services in the amount of \$346,150 for the period of July 1, 2021, through June 30, 2022;
2. Authorize the County Administrative Officer to execute any and all subsequent amendments to the attached with MRG, after review and approval by County Counsel and Risk Management;
3. Direct the Clerk of the Board to return one fully executed original copy of the attached with MRG to the County Administrative Office for further processing; and
4. Approve the attached supplemental budget in the amount of \$136,057 for Fiscal Year (FY) 2021 -22 from Contingencies to fund 1100, budget unit 130 - Human Resources (4/5 vote required).

**SOURCE OF FUNDING:**

General Fund (1100)

**DISCUSSION:**

The County of Humboldt has used the services of the MRG for many years. MRG provides investigative services to the county, including reviewing of documents, interviews with staff members, phone conferencing, preparation of summaries or reports and the preparation of appropriate factual determinations. MRG will provide human resources (HR) and personnel support services related to the work environment and provide additional services that are reasonably required.

The current professional services agreement with MRG was approved by the Humboldt County Purchasing Agent on July 21, 2021, in an amount not to exceed \$60,000 with a term through June 30, 2022. This agreement covers services provided for HR and personnel support services to the county. Due to an increased need for HR support, the current agreement needs an amendment to

Section 1, Description of Services, and Section 4, Compensation. This amendment will increase the overall compensation to not exceed an amount of \$346,150 and an expanded scope of work which includes services of Interim HR Director, Darlene Rhodes, general HR consultation and on-demand services, recruiting support and analysis of reclassification and minimum wage tier compaction.

Accordingly, staff recommends that the Board of Supervisors approve, and authorize the Chair to execute, the attached professional services agreement with MRG regarding the provision of human resources and personnel support services for the period July 1, 2021, through June 30, 2022. Staff also recommends that the Board authorize the County Administrative Officer to execute any and all subsequent amendments to the attached professional services agreement with MRG, after review and approval by County Counsel and Risk Management, in order to avoid any unnecessary delays in the provision of needed HR and personnel support services.

FINANCIAL IMPACT:

The attached professional services agreement with MRG has a total payable of \$346,150 for the period of July 1, 2021, through June 30, 2022. However, in the event local, state, or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with the with Municipal Resource Group, LLC.

A portion of expenditure appropriations related to the attached agreement was included in the approved FY 2021-22 budget for Human Resources (1100103) in the amount of \$60,000. Funding for the increase in cost associated with the attached First Amendment with MRG is available through salary savings in the amount of \$150,092. The remaining cost, estimated to be \$136,058, will be paid for out of Contingencies (1100199) and is included in the attached supplemental budget.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by managing our resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the agreement or allow the County Administrative Officer to sign such agreements, however this alternative is not recommended as it will limit the county's ability to provide necessary human resources and personnel support services at this time.

ATTACHMENTS:

1. Professional Services Agreement with MRG - FY 2021-22
2. First Amendment to the Professional Services Agreement with MRG - FY 2021-22
3. Supplemental Budget

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

---

**File #:** 22-91

---

Meeting of: N/A

File No.: N/A