



# COUNTY OF HUMBOLDT

For the meeting of: 2/7/2023

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File #: 23-109

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**To:** Board of Supervisors

**From:** Human Resources

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Professional Services Agreement Amendment with Shaw HR Consulting

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Authorize the Chair of the Board of Supervisors to execute a professional services agreement amendment with Shaw HR Consulting increasing the amount from \$150,000 to \$200,000 for FY 22-23; and
2. Direct the Clerk of the Board to return one fully executed original copy of the attached professional services agreement with the Human Resources Department for further processing.

**SOURCE OF FUNDING:**

General Fund - Personnel (1100130)

**DISCUSSION:**

Human Resources is responsible for facilitating disability compliance for employees and applicants under the California Fair Employment and Housing Act (FEHA) and the Americans with Disabilities Act and 2008 amendments (ADA). Human Resources has partnered with Shaw HR Consulting, an industry leader for providing FEHA/ADA disability compliance, to assist with program development as well as to continue the professional development of Human Resources staff.

Shaw HR Consulting provides consulting services ranging from Disability Compliance and Implementation, including policy and program development. Primary assistance is provided by Shaw HR in the form of case-by-case support to Human Resources staff in the implementation and facilitation of complex, nuanced, and potentially litigious cases. Shaw HR's scope of services include and support the creation of Essential Functions Position Analysis™ resources, fitness-for-duty management, and job-protected leave of absence management.

1. SERVICES:

- FEHA/ADA Disability Interactive Process Coordination and Facilitation
- Essential Functions Position Analysis™ Development
- Fitness-For-Duty Management
- Family Medical Leave Act, California Family Rights Act, and other State Leave Laws

To maintain continuity of program development and services, it is recommended that your Board Approve the requested increase of \$50,000.

FINANCIAL IMPACT:

If approved, there are sufficient funds in the approved fiscal year (FY) 2022-23 budget in 1100130-2118 for the \$50,000 increase for services.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by investing in county employees and fostering transparent, accessible, welcoming and user friendly services

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board may direct staff to move forward without this resource, however that is not recommended as Shaw HR is actively coordinating the ADA Interactive Process for a number of county employees and providing expert consultative support to Human Resources

ATTACHMENTS:

1. Executed Professional Services Agreement and Scope of Services
2. Amendment to Professional Services Agreement

PREVIOUS ACTION/REFERRAL:

Board Order No.: NA

Meeting of: 3/3/2020; 5/19/2020; 08/24/2021; 5/24/2022

File No.: 20-291; 20-571; 21-1241, 22-566