



COUNTY OF HUMBOLDT

For the meeting of: 5/24/2022

File #: 22-566

To: Board of Supervisors

From: Human Resources

Agenda Section: Consent

SUBJECT:

Professional Services Amendment with Shaw HR Consulting for continued ADA Consulting and Supplemental Budget (4/5 vote required)

RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve, and authorize Chair of the Board of Supervisors to execute, the attached professional services agreement with Shaw HR Consulting with the regarding ADA Consulting services in the amount of \$100,000 for the period of FY 2021-2022
2. Authorize the Department Head to execute any and all subsequent amendments to the attached professional services agreement with Shaw HR Consulting after review and approval by County Counsel, Risk Management and the County Administrative Office;
3. 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.
4. Approve the attached supplemental budget (Attachment 1) in the amount of \$50,000 from General Fund Contingencies (1100-990) to Human Resources (1100130) for FY 2021-22. (4/5 vote required)

SOURCE OF FUNDING:

General Fund Contingencies (1100-990)

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 attached supplemental budget of \$50,000.

Accordingly, the Human Resources Department recommends that the Board of Supervisors approve, and authorize the Chairperson to execute, the attached professional services agreement with Shaw HR Consulting regarding the provision of ADA Consulting for the period of FY 2021-2022. Staff also recommends that the Board authorize the Chairperson to execute any and all subsequent amendments to the attached professional services agreement with Shaw HR Consulting after review and approval by County Counsel, Risk Management and the County Administrative Office, in order to avoid any unnecessary delays in the provision of needed and past due ADA Consulting work.

FINANCIAL IMPACT:

The attached professional services agreement with Shaw HR Consulting has a total payable of \$100,000 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 Shaw HR Consulting

Expenditure appropriations related to the attached agreement were not included in the approved FY 21-22 budget for the Human Resources Department (1100130-2118). Funding for the attached professional services contract with Shaw HR Consulting is requested from General Fund Contingencies (1100-990) the attached supplemental budget of \$50,000. As a result, approval of the agreement with Shaw HR Consulting will impact the General Fund.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by fostering transparent, accessible, welcoming and user friendly services.

OTHER AGENCY INVOLVEMENT:

Affects all County employees and HR's ability to service the county's Employees

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the agreement or allow the Chairperson to sign such agreements, however this alternative is not recommended as it is imperative for Human Resources to effectuate the proper internal controls and segregation of duties. A request for this resource would provide continuity of program operations and training foundation for staff.

ATTACHMENTS:

1. Professional Services Agreement and Scope of Services
2. Supplemental Budget FY 21-22

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A