



## Legislation Details (With Text)

**File #:** 20-0392      **Version:** 1

**Type:** Agenda Item      **Status:** Approved

**File created:** 3/10/2020      **In control:** Board of Supervisors

**On agenda:** 4/7/2020      **Final action:** 4/7/2020

**Title:** Human Resources Department recommending the Board:  
 1) Make findings that is necessary to contract out to provide workplace investigations and training services on an “as requested” basis as the work must be completed in limited timeframes in accordance with Ordinance 3.13.30; and  
 2) Approve and authorize the Purchasing Agent to sign agreement 4730 with Boucher Labor and Employment Law for investigative services with a total not-to-exceed amount of \$210,000 for the term of four years.

**FUNDING:** General Fund.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Boucher 4730 Blue Route, 2. B - Boucher 4730 Contract

Date	Ver.	Action By	Action	Result
4/7/2020	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board:  
 1) Make findings that is necessary to contract out to provide workplace investigations and training services on an “as requested” basis as the work must be completed in limited timeframes in accordance with Ordinance 3.13.30; and  
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### DISCUSSION / BACKGROUND

Human Resources receives complaints of alleged misconduct in the workplace, including discrimination, harassment, and retaliation by County employees. Pursuant to Part 3 of the County Personnel Rules, Code of Ethics, Commitment to County Public Service, and Respectful Workplace, Human Resources receives and provides for investigations of these complaints. The department has contracted with outside vendors when special skills and qualifications are involved in the performance of the work, when it is necessary to protect against a conflict of interest and obtain an outside perspective to make independent and unbiased findings, or when it is otherwise necessary to ensure a prompt and thorough investigation and resolution of the complaints filed. The nature of the work involves temporary, occasional, and urgent services.

In accordance with Board Policy Number C-17, departments are required to obtain authorization from the Board of Supervisors to utilize any contract for services that exceed \$100,000. The Human Resources Department is requesting the Board approve and authorize the Purchasing Agent to sign

a contract with Boucher Labor and Employment Law for a total not-to-exceed amount of \$210,000 for a term of four years.

The Contractor will provide the personnel and equipment necessary to provide legal services in connection with labor and employment matters including but not limited to investigations, mediation, trainings and services related to other various employment relations subjects. In order to ensure that Human Resources has a wide variety of vendors with different areas of specialty, this agreement is one of multiple agreements for as-needed legal services.

#### **ALTERNATIVES**

The Board could choose not to approve the agreement and Human Resources could find another vendor to provide employment labor and law services.

#### **PRIOR BOARD ACTION**

9/10/2019 19-1291 - Approved agreement with 2<sup>nd</sup> contractor for personnel investigations and mediation services

8/14/2018 18-1163 - Approved agreement with first contractor for personnel investigations and mediation services

#### **OTHER DEPARTMENT / AGENCY INVOLVEMENT**

CAO, Procurement and Contracts

#### **CAO RECOMMENDATION / COMMENTS**

Approve as recommended.

#### **FINANCIAL IMPACT**

Funding for the agreement is included in the Human Resources requested Budget for FY 2020-21. Any department specific services will be charged back to that department.

#### **CLERK OF THE BOARD FOLLOW UP ACTIONS**

None.

#### **STRATEGIC PLAN COMPONENT**

Good Governance

#### **CONTACT**

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