



## Legislation Details (With Text)

**File #:** 22-2030      **Version:** 1

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

**File created:** 10/26/2022      **In control:** Board of Supervisors

**On agenda:** 12/13/2022      **Final action:** 12/13/2022

**Title:** Probation Department recommending the Board:  
1) Approve and authorize the Chair to sign retroactive Agreement 6948 with TimeClock Plus LLC, to provide scheduling software to the Juvenile Treatment Center, in the amount of \$8,856; for a term of October 22, 2022, through October 21, 2024; and  
2) Authorize the Chief Probation Officer and Deputy Chief Probation Officer to execute further documents relating to Agreement 6948, including future amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** General Fund. (100%)

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. A - Contract Routing Sheet, 2. B - Agreement 6948, 3. C - Retro Memo

Date	Ver.	Action By	Action	Result
12/13/2022	1	Board of Supervisors	Approved	Pass

Probation Department recommending the Board:

1) Approve and authorize the Chair to sign retroactive Agreement 6948 with TimeClock Plus LLC, to provide scheduling software to the Juvenile Treatment Center, in the amount of \$8,856; for a term of October 22, 2022, through October 21, 2024; and  
2) Authorize the Chief Probation Officer and Deputy Chief Probation Officer to execute further documents relating to Agreement 6948, including future amendments which do not increase the maximum dollar amount or term of the Agreement, and contingent upon approval by County Counsel and Risk Management.

**FUNDING:** General Fund. (100%)

### DISCUSSION / BACKGROUND

The Probation Department (Probation) entered into Agreement #5943 with Atlas Business Solutions on October 22, 2021, to provide for ScheduleAnywhere software, for staff scheduling at the Juvenile Treatment Center. Probation has been using the ScheduleAnywhere software since October 17, 2018. This scheduling platform is ideal in meeting supervisor and employee needs to ensure adequate coverage of the 24/7 JTC facility.

In 2022, Atlas Business Solutions was acquired by TimeClock Plus. As the original agreements for the ScheduleAnywhere software were drafted by the vendor, and the new vendor TimeClock Plus was not processing their October renewals until August, Probation did not receive a draft new Agreement until August 25, 2022. The Agreement was processed with a begin date October 22, 2022, to be the same calendar begin date of the previous vendor's agreement. The Agreement

completed most of the approval process and was slated to be fully executed on or about October 22, 2022. On October 20, 2022, Probation realized there was contract verbiage that was not included in the original Agreement. TimeClock Plus provided an updated Agreement on October 25, 2022, and the new Agreement started its approval process. Because it was not fully executed by October 22, 2022, it is being brought to the Board for retroactive approval and execution.

### **ALTERNATIVES**

The Board could choose to not approve the retroactive Agreement, and services would discontinue for the ScheduleAnywhere software. The JTC would need to find other resources for scheduling, and would suffer in the time it takes to find a new vendor.

### **PRIOR BOARD ACTION**

N/A

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

N/A

### **CAO RECOMMENDATION**

Approve as recommended.

### **FINANCIAL IMPACT**

There is no General Fund impact or increase to Net County Cost for this item. Funding is included in Probation's FY2022-23 budget.

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

- 1) Obtain signature of Chair on two (2) originals Agreement 6948.
- 2) Forward one (1) fully executed document to the Probation Department for finalization and distribution to vendor.

### **STRATEGIC PLAN COMPONENT**

N/A

### **CONTACT**

Jackie Cook, Administrative Analyst, 530-621-5588