

COUNTY OF SONOMA AGENDA ITEM SUMMARY REPORT			Clerk of the Board Use Only Meeting Date Held Until ___/___/___ ___/___/___	
			Agenda Item No: Agenda Item No: _____ _____	
Department: Human Resources			() 4/5 Vote Required	
Contact: Christina Cramer	Phone: (707) 565-2988	Board Date: 10/27/09	Deadline for Board Action:	
Agenda Short Title: Employment Background Check Contract				
Requested Board Action: Authorize the Director of Human Resources to execute a contract with Employee Relations, Inc., up to \$55,000.00 per year for employment background check services for a period of one (1) year effective November 1, 2009.				
CURRENT FISCAL YEAR FINANCIAL IMPACT				
<u>Expenditures</u>			<u>Add'l Funds Requiring Board Approval</u>	
Estimated Cost	\$	21,412	Contingencies	\$
			(Fund Name:)	
Amount Budgeted	\$		Unanticipated Revenue	\$
			(Source:)	
Other Avail Approp (Explain below)	\$	_____	Other Transfer(s)	\$
			(Source:)	_____
Additional Requested:	\$	0	Add'l Funds Requested:	\$

Explanation (if required): The cost of the agreement is based on fee for service. Funds for pre-employment background check services are paid from salary savings due to position vacancies or leave of absence and budgeted extra-help funds previously approved by the Board of Supervisors.				
Prior Board Action(s): Resolution No. 06-0990 Contract with Employee Relations, Inc. from November 1, 2006 through October 31, 2008. Agenda Item Summary Report #10, Renewal of Contract with Employee Relations, Inc. from November 1, 2008 through October 31, 2009.				
Alternatives – Results of Non-Approval: No contracted services for pre-employment background checks would exist, which County policy requires; the County would then need to set up programs/resources to be able to obtain this information on job candidates, which would also result in adverse legal reporting requirements; and it would take significant additional time to fill vacancies.				

Background:

On December 5, 2006 the Board of Supervisors authorized a contract with Employee Relations, Inc. (ERI) for pre-employment background investigation services from November 1, 2006 through October 31, 2008. The County of Sonoma entered into this agreement as a result of a master inter-local cooperative purchasing agreement with ERI established on behalf of the National Association of Counties by Dallas County Texas. Dallas County renewed the purchasing agreement with ERI for a one (1) year period from November 1, 2008 through October 31, 2009. On October 21, 2008 the Board of Supervisors authorized the Director of Human Resources to execute a contract with ERI for a period of one year effective November 1, 2008. Dallas County has again renewed this purchasing agreement with ERI for a one (1) year period from November 1, 2009 through October 31, 2010.

The County's longstanding policy is a bifurcated background process. County supervisors/managers conduct personal and work history reference checks, and uses a third party, consumer reporting agency, to conduct the balance of the background check. The background company conducts the criminal and civil record searches (multiple state/county), education verification, social security trace, DMV search, address verification, professional licensing/certification verification, and credit check and liens/judgments/bankruptcy when applicable. Consumer reporting agencies have sophisticated programs to conduct these searches that the County does not have. This bifurcated background process is a Human Resources best practice because it is efficient and cost effective. Using an agency ensures the County is legally compliant with safeguarding the confidentiality of information obtained on job candidates and disclosing the information in accordance with the Fair Credit and Reporting Act. Also, if employers conduct the searches listed, then the information obtained in the personal/work history references must be disclosed to the candidate if any adverse information was obtained that the employer intended to use in the selection process in accordance with the Fair Credit and Reporting Act.

In addition to the reasons stated above, the Director of Human Resources recommends authorization to execute a contract for the following reasons:

1. This agreement with Employee Relations, Inc. is established on behalf of the National Association of Counties by Dallas County Texas as a result of a public bid process. Master inter-local cooperative purchasing agreements are likely to result in greater continuous cost savings.
2. The proposed contract meets the interests of Risk Management, County Counsel, and Purchasing.
3. Services provided by Employee Relations, Inc. have been acceptable and there is no increase in cost.

Attachments:

On File With Clerk: Proposed agreement with Employee Relations, Inc., Dallas County Texas Court Order

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote:
