

Memorandum



Date: August 1, 2011

To: Honorable Chairman Joe A. Martinez
and Members, Board of County Commissioners

From: Carlos A. Gimenez
Mayor 

Subject: Contract Employee Services

As you know, at the Board of County Commissioners (Board) meeting of July 19, 2011, the award of a contract for Temporary Employment Agency Services was not approved. The contract presented to the Board was a successor contract, incorporating services provided under three different contracts, including one which expires July 31, 2011. Following the Board's action, I met with staff to analyze and understand the impact of this action on County departments.

An analysis of the critical needs for each department has been conducted to identify how these services are used in County operations. It is evident that the use of the term "temporary employment" in the title of this contract is misleading. The services rendered under the contract are for use of "contract employees" who serve the operational needs for multiple departments. The basis of this analysis included a thorough review of the funding source for each position, the type of service or function performed, the length of time each position has been occupied, and the impact of eliminating the position.

Based on the referenced analysis of operational needs, the use of this contract employee service is deemed mission critical for some departments, such as the Community Action Agency, which uses contract employees to provide grant-funded Head Start services. Among the other essential services provided via these contracts are the grant-funded elderly care services at the Department of Human Services, which provide staffing to directly support operations at elderly care centers, including activities coordination and feeding of seniors. Other programs include care for animals at the Animal Services Department and federally funded housing assistance services at the Public Housing Agency.

As an interim solution, I have reallocated funds in a contract where several departments had not used their entire allocation, and in one contract that expires on November 30, 2011, to ensure that essential services continue. The Clerk of Courts has exercised his constitutional authority to award contracts to the companies recommended at the July 19, 2011 Board meeting in order to ensure operational necessities he is responsible for are maintained.

It is my recommendation that the Board reconsider at the August 2, 2011 meeting its decision in regard to the award recommendation presented at the July 19th meeting as 8O1B in order to defer the item to the September 1 Board meeting. This is requested for the sole purpose of allowing the item to be considered in the future to present a revised award recommendation for contract employee services. This revised item will be based on the original competition presented on July 19, and will *only* include critical and cost-effective positions to ensure continuity of necessary services to our community. Your consideration is respectfully requested.

c: Honorable Harvey Ruvin, Clerk, Circuit and County Courts
Honorable Pedro Garcia, Property Appraiser
Robert A. Cuevas, Jr., County Attorney
Department Directors
Office of the Mayor Senior Staff