



County of Los Angeles
**CHIEF EXECUTIVE OFFICE
OPERATIONS CLUSTER**

WILLIAM T FUJIOKA
Chief Executive Officer

DATE: January 30, 2014
TIME: 1:00 p.m.
LOCATION: Kenneth Hahn Hall of Administration, Room 830

AGENDA

Members of the Public may address the Operations Cluster on any agenda item by submitting a written request prior to the meeting.
Three (3) minutes are allowed for each item.

1. Call to order – Santos H. Kreimann
- A) **Board Letter – AWARD OF CONTRACT FOR INFORMATION TECHNOLOGY STUDENT INTERNS PROGRAM**
DPW & CIO – Gail Farber and Richard Sanchez or designee(s)
- B) **Board Letter – AMENDMENT TO THE OPERATING SUBLEASE BETWEEN THE PERFORMING ARTS CENTER OF LOS ANGELES COUNTY AND THE COUNTY OF LOS ANGELES**
CEO Capital Projects – Jan Takata or designee
- C) **Board Letter – CHIEF INFORMATION OFFICE: AMENDMENT NO. FIVE TO THE MASTER SERVICES AGREEMENT NO. 76043 WITH ORACLE AMERICA, INC.**
CIO – Richard Sanchez or designee
- D) **Board Letter – AMENDMENTS TO EXTEND CONTRACT NUMBERS 76967, 76968, 76969, AND 76970 FOR TEMPORARY PERSONNEL SERVICES**
BOS Executive Office – Sachi A. Hamai or designee
- E) **Risk Management Presentation**
TTC – Mark Saladino or designee
2. Public Comment
3. Adjournment

February 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AWARD OF CONTRACT FOR
INFORMATION TECHNOLOGY STUDENT INTERNS PROGRAM
(ALL SUPERVISORIAL DISTRICTS)
(3 VOTES)**

SUBJECT

This action is to award two contracts for an Information Technology Student Interns Program to the following universities: California State University Fullerton, Auxiliary Services Corporation; and California State University Dominguez Hills, College of Business Administration and Public Policy to provide information technology students with paid internship.

**CIO RECOMMENDATION: APPROVAL (X) APPROVE WITH MODIFICATION ()
DISAPPROVE ()**

1. Find that the contract work is categorically exempt from the provisions of the California Environmental Quality Act.
2. Award the contracts for an Information Technology Student Interns Program in an annual aggregate sum of \$300,000 to the following universities: California State University Fullerton, Auxiliary Services Corporation; and California State University Dominguez Hills, College of Business Administration and Public Policy. These contracts will be for an initial three-year term commencing on March 1, 2014, or execution by both parties, whichever occurs last, with two 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential contract term of 66 months.

3. Authorize the Director of Public Works or her designee to annually increase the program amount up to an additional 10 percent of the annual contract sum for unforeseen, additional work within the scope of the contract, if required, in accordance with these contracts.
4. Authorize the Director of Public Works or her designee to execute these contracts; to award contracts for this Information Technology Student Interns Program to additional universities that meet all the requirements described in the Request for Statement of Qualifications for a term not to exceed a total contract period commencing on execution by each party and ending on February 28, 2017, including renewal options, if exercised, and a month-to-month extension for up to six months; to renew the contracts for each additional renewal option and extension period if, in the opinion of the Director of Public Works or her designee, each university has successfully performed during the previous contract period and the services are still required; to approve and execute amendments to incorporate necessary changes within the scope of work; and to suspend work if, in the opinion of the Director of Public Works or her designee, it is in the best interest of the County of Los Angeles to do so.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to establish an on-going working relationship with local colleges and universities for information technology (IT) student interns. The Department of Public Works has contracted for these services since 1997, and it has proven to be beneficial for all parties. Public Works will hire interns to assist with IT development, projects, and support. The schools gain an IT career development resource along with real life examples to supplement the curriculum. Public Works will collaborate with school administrators and faculty to share industry trends, influence the curriculum, and enhance the overall educational experience. The student interns gain valuable work experience in the technology field and the business environment. The program also allows Public Works to identify and recruit potential candidates for future County employment. From previous contracts, the student interns have moved on to gainful IT careers in the private sector and within Public Works.

Implementation of Strategic Plan Goals

The Countywide Strategic Plan directs the provisions of Operational Effectiveness (Goal 1), Fiscal Sustainability (Goal 2), and Integrated Services Delivery (Goal 3). These two contractors who have the specialized expertise to provide these services accurately, efficiently, timely, and in a responsive manner will support Public Works in meeting these goals.

FISCAL IMPACT/FINANCING

There will be no impact to the County General Fund.

The contracts are for an annual aggregate amount of \$300,000 plus 10 percent for additional work within the scope of the contract. This amount is based on Public Works' estimated annual utilization of the contractors' services.

Funding for these services is included in the Fiscal Year 2013-14 Internal Service Fund Budget. Funds to finance the contracts' optional years and 10 percent additional funding for contingencies will be requested through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The recommended contractors are as follows: California State University Fullerton, Auxiliary Services Corporation, located in Fullerton, California; and California State University Dominguez Hills, College of Business Administration and Public Policy, located in Carson, California. These contracts will be for an initial three-year term commencing on March 1, 2014, or execution by both parties, whichever occur last.

With the Board's delegated authority, the Director of Public Works or her designee may renew these contracts for two 1-year renewal options and a month-to-month extension up to 6 months for a maximum potential total contract term of 66 months.

The contracts will be in the form substantially similar to the form previously reviewed and approved by County Counsel (Enclosures A). Prior to the Director or her designee executing these contracts, the contractors will sign and County Counsel will review them as to form. The recommended contracts were solicited on an open-competitive basis and are in accordance with applicable Federal, State, and County requirements. The contractors are in compliance with the requirements of the Chief Executive Officer and the Board.

The award of these contracts will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State, and County regulations. These contracts contain terms and conditions supporting the Board's ordinances, policies, and programs including, but not limited to: the County's Greater Avenues for Independence and General Relief Opportunities for Work Programs (GAIN and GROW), Board Policy No. 5.050; Contract Language to Assist in Placement of Displaced County Workers, Board Policy No. 5.110; Reporting of Improper Solicitations, Board Policy No. 5.060; Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law), Board Policy No. 5.135; Contractor Employee Jury Service Program, Los Angeles County Code, Chapter 2.203; Notice to Employees Regarding the Federal Earned Income Credit (Federal Income Tax Law, Internal Revenue Service Notice 1015); Contractor Responsibility and Debarment, Los Angeles

County Code, Chapter 2.202; the Los Angeles County's Child Support Compliance Program, Los Angeles County Code, Chapter 2.200; and Defaulted Property Tax Reduction Program Ordinance, Los Angeles County Code, Chapter 2.206; and the standard Board-directed clauses that provide for contract termination or renegotiation.

Data regarding the proposers' minority participation is on file with Public Works. The contractors were selected upon final analysis and consideration without regard to race, creed, gender, or color.

Proof of the required Comprehensive General and Professional Liability/Errors and Omissions insurance policies, naming the County as additional insured, and evidence of Workers' Compensation insurance will be obtained from the contractors before any work is assigned.

It is requested that the Board delegate to the Director or her designee the authority to execute the individual contracts with each contractor. This will eliminate the need to process each contract through the Board. Public Works will leave the Request for Statement of Qualifications (RFSQ) process open to continue to receive statements of qualifications from additional qualified universities. With the Board's delegated authority, the Director or her designee will enter into future additional contracts on an as-needed basis depending on the needs of the County with universities who meet the RFSQ requirements. The new contracts will commence on March 1 of each year and end on February 28, 2019, with a month-to-month extension for up to six months.

Public Works has evaluated and determined that the Living Wage Program (Los Angeles County Code, Chapter 2.201) does not apply to these recommended contracts, which are for services required on an as-needed and intermittent basis; hence, these contracts are not Proposition A contracts (Los Angeles County Code, Chapter 2.121).

These contracts do not allow for a cost-of-living adjustment for the optional years.

The Chief Information Office (CIO) reviewed this Board Letter and recommends approval. CIO determined this recommended action contains no new Information Technology matters requiring an Analysis. The Department of Public Works IT Student Interns Program has been in place since 1997 and was approved by your Board most recently in March 2007 for a term of five years ending in March 2012. Therefore, no formal CIO Analysis is required.

ENVIRONMENTAL DOCUMENTATION

These services are not a project pursuant to the California Environmental Qualification Act (CEQA), because it is an activity that is excluded from the definition of a project by Section 15378 (b) of the State CEQA Guidelines. This proposed actions is an administrative activity of government which will not result in direct or indirect physical changes to the environment.

CONTRACTING PROCESS

On July 8, 2013, Public Works solicited proposals from 16 independent contractors and community business enterprises to accomplish this work. Also, a notice of the RFSQ was placed on the County's "Doing Business With Us" website (Enclosure C), and an advertisement was placed in the *Los Angeles Times*. Two statements of qualifications were received on September 26, 2013, and on October 7, 2013. The statements of qualifications were first reviewed to ensure they met the mandatory requirements outlined in the RFSQ. The two statements of qualifications were determined to have met all the requirements of the RFSQ. Therefore, it is recommended that both apparent responsive and responsible proposers be offered the opportunity to enter into a County contract to provide IT student intern services.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The award of these contracts will not result in the displacement of any County employees.

CONCLUSION

Please return one adopted copy of this letter to the Department of Public Works, Administrative Services Division.

Respectfully submitted,

Reviewed by:

GAIL FARBER
Director of Public Works

RICHARD SANCHEZ
Chief Information Officer

GF:GZ:cg

Enclosures

c: Chief Executive Office (Rita Robinson)
Chief Information Office
County Counsel
Executive Office



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

February 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENT TO THE OPERATING SUBLEASE
BETWEEN THE PERFORMING ARTS CENTER OF LOS ANGELES COUNTY AND
THE COUNTY OF LOS ANGELES
FIRST DISTRICT
(3 VOTES)**

SUBJECT

The recommended actions will allow the Performing Arts Center of Los Angeles County to operate and maintain the north underground tunnel that once connected the Music Center and the County Mall (currently renamed Grand Park), and enter into a sublease of the tunnel.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and instruct the Chairman to execute Amendment No. 3 to The Music Center Operating Sublease, to redefine the property which comprises "The Music Center", including the north underground tunnel that once connected The Music Center and Grand Park.
2. Authorize the Performing Arts Center of Los Angeles County, subject to review and approval by the Chief Executive Office, to enter into contracts and/or sublease agreements with respect to the north underground tunnel, to allow the installation therein of distributed antenna system equipment designed to amplify cell phone coverage and provide wireless internet access.

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Performing Arts Center of Los Angeles County (PACLAC), (formerly known as The Music Center Operating Company (MCOC)), has operated the Music Center for approximately 50 years. In June 1963, the County and PACLAC (then MCOC) entered into an Operating Sublease for The Music Center, which authorized and required PACLAC to maintain and operate The Music Center. The County and PACLAC agreed to amend the Operating Sublease twice, once in 1967 to add to and clarify the property to be managed, maintained, and operated by PACLAC, and again in 1993 to extend the term of the Operating Sublease through 2064. In December 1996, the Los Angeles County (County) and PACLAC entered into an Operating Services Agreement, which set forth the respective obligations of the County and PACLAC regarding custodial, security, and other services in connection with operation of The Music Center.

PACLAC's responsibilities with respect to The Music Center include: licensing the use of the Dorothy Chandler Pavilion, Ahmanson Theater, Mark Taper Forum, and Walt Disney Concert Hall; management of the annex, box office, and concession operations; supervising the operations of the communication system and information center; and administering custodial, usher and security services, and other services.

Prior to the redevelopment of Grand Park commencing in 2010, The Music Center was connected to the Grand Park side of the Civic Center via two underground pedestrian tunnels traveling east-west under Grand Avenue, with access points on both The Music Center and Grand Park sides. The two tunnels consisted of a "north tunnel" and a "south tunnel". The south tunnel remains in place utilized as a utility corridor and for supplies and equipment storage. After completion of Grand Park in June 2012 and continuing to the present, the "north tunnel" is no longer accessible from the Grand Park side and cannot be used for general pedestrian traffic. While the "north tunnel" remains accessible to PACLAC and County staff from The Music Center side, it is now essentially a "tunnel to nowhere" and is currently utilized by staff for storage.

The obligations of coordinating, staging, and carrying out successful events within The Music Center are such that adequate cellphone coverage and wireless internet have become real needs for PACLAC staff, event staff, and performers. The needed cell phone coverage and wireless internet can be achieved via a distributed antenna system (DAS) with equipment staged in the north tunnel. With augmented cell phone coverage, PACLAC staff will be able to effectively communicate with each other and contractors via cell phones while in theaters. With access to a

wireless internet network event staff will be able to use hand held devices to access construction plans, assembly illustrations, and coordinate with appropriate staff to construct the necessary staging.

It is, therefore recommended that Amendment No. 3 to The Music Center Operating Sublease be approved by the Board and executed by the Chairman to re-define the property to comprise The Music Center under the Operating Sublease as including the north tunnel that once connected The Music Center and Grand Park. It is further recommended that the Board authorize PACLAC to enter into contracts and/or sublease agreements, subject to review and approval by the Chief Executive Office, for the installation of DAS equipment designed to amplify cell phone coverage and provide wireless internet access for both operations and patrons of The Music Center.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1) and Integrated Services Delivery (Goal 3) by investing in public infrastructure to enhance services provided at The Music Center theaters for patrons.

FISCAL IMPACT/FINANCING

PACLAC's sublease with the DAS infrastructure equipment provider will include a percentage based tunnel space fee, payable to PACLAC. In turn, the DAS infrastructure equipment provider will lease space to internet and cell phone providers to install the necessary equipment to allow services to PACLAC staff and The Music Center patrons. On an annual basis, payments are made from The Music Center appropriation in the General Fund to the PACLAC for services provided to County-owned property. It is anticipated that future appropriations would be decreased in amounts equal to the revenue generated by a sublease of tunnel space to the DAS infrastructure equipment provider in the north underground tunnel.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed amendment to the Operating Sublease contains terms and conditions supporting the Board's ordinances and policies. In accordance with Section 7(c) of the Operating Sublease, PACLAC is required to obtain the Board's approval to enter into any contract, including a sublease, for a term of more than three years. Additionally, approval of the recommended actions would allow the Chief Executive Office to work with PACLAC to ensure adequate placement of DAS

equipment on County-owned property and that the sub-lessee is bound by applicable Board ordinances and policies.

ENVIRONMENTAL DOCUMENTATION

Execution of Amendment No. 3 to the Operating Sublease, including the transfer of operation and maintenance responsibility of the north tunnel and the installation of DAS equipment therein, is categorically exempt from the provisions of California Environmental Quality Act pursuant to Sections 15301 (Class 1 – Existing Facilities) and 15303 (Class 3 – New Construction or Conversion of Small Structures) of Title 14 of the California Code of Regulations.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approving the recommended actions will have no impact on current County services.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Facilities Asset and Management Division.

Respectfully submitted,

WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SHK:DJT
DKM:RG:rp

c: Executive Office, Board of Supervisors
County Counsel
Performing Arts Center of Los Angeles County

February 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CHIEF INFORMATION OFFICE:
AMENDMENT NUMBER FIVE TO THE MASTER SERVICES
AGREEMENT NUMBER 76043 WITH ORACLE AMERICA, INC.
(ALL DISTRICTS – 3 VOTES)**

SUBJECT

The Master Services Agreement Number 76043 (Agreement) with Oracle America, Inc. provides access to valuable Oracle technical resources that can only be obtained from Oracle, to assist with planning and ensuring the sustaining viability of services reliant on Oracle technologies. Proposed Amendment Number Five (Amendment) extends the Agreement for up to three two-year extensions allowing County departments to continue access to Oracle professional and technical resources relating to Oracle for professional consulting and support service solutions.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and authorize the Chief Information Officer, or designee, to sign Amendment Number Five to the Agreement with Oracle America, Inc. substantially similar to the attached Amendment (Attachment I), extending the term of the Agreement for two (2) additional years from February 20, 2014 to February 20, 2016 and updating certain County required terms and conditions.
2. Delegate authority to the Chief Information Officer, or designee, to execute an amendment to exercise each of the two (2) additional two-year extensions.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Chief Information Office (CIO) is recommending approval of Amendment Number Five to extend the term of the Agreement for two (2) years through February 20, 2016 with authorization to the CIO to execute an amendment exercise each of the two (2) additional two-year extensions, all without changing the County's maximum allocated annual obligation for Work Orders executed under the Agreement. In addition, this Amendment Number Five will update certain Agreement terms and conditions as

required by County.

This action will provide County departments with continued streamlined access to Oracle professional and consulting services provided under the Agreement.

The Oracle MSA provides a structure that streamlines the acquisition process for highly-skilled Oracle technical services. These technical resources assist with the planning and implementation of Oracle technologies, enable timely problem resolution, and ensure that Oracle product capabilities are maximized.

The Oracle Agreement engagements are executed through a Work Order (WO) process. Since February 20, 2007, Twenty (20) WOs have been issued under the Agreement with a total value of \$10,836,700.

Implementation of Strategic Plan Goals

The recommended action supports the County's Strategic Plan Goal Number 1: Operational Effectiveness. The Agreement offers the flexibility necessary to meet varied departmental needs while providing a structure for acquiring desired services through a streamlined acquisition process that is standard across the entire enterprise.

FISCAL IMPACT/FINANCING

By approving this recommended Amendment Number Five, County departments will continue acquiring services under WOs relating to Oracle, which govern the terms and conditions set forth in the Agreement. Funding will continue to be obtained from the budgets of departments that are requesting issuance of WOs under the Agreement. The administrative provisions of the Agreement require confirmation that department funding is available before each individual WO is executed.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On February 20, 2007, your Board approved Master Agreement Number 76043 with Oracle USA, Inc., for an initial three year term and two (2) two-year extensions upon mutual agreement of the parties. The total amount authorized for expenditure under the Oracle MSA is not to exceed \$3,000,000 per year.

On February 9, 2010, your Board approved Amendment Number One to exercise the first option to extend the term for two years through February 20, 2012.

On September 21, 2010, your Board approved Amendment Number Two to recognize

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February 18, 2014
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America, Inc., as the successor-in-interest to Oracle, USA, Inc., and to increase the annual maximum contract sum from \$3,000,000 to \$4,000,000 for calendar year 2010 to accommodate departmental demand for Oracle professional and consulting services.

Amendment Number Three has been approved as to form by County Counsel. All existing terms and conditions of the Oracle MSA, including information technology provisions, will continue to apply following execution of the Amendment.

On April 16, 2013, your Board approved Amendment Number Four to delegate authority to the CIO, at the request of the Director of DHS to execute a Work Order for consulting services under the MSA with Oracle for Phase Two of the design, development and implementation of EPDR at a maximum amount not to exceed \$6,800,000. These significant changes were required as part of the new payment methodology under 1115 Waiver and Affordable Care Act (ACA).

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of Amendment Number Four will provide County departments with continued access to Oracle professional and technical resources relating to IBM products and solutions. There will be no impact upon, or interruption of, the current services being provided by IBM.

CONCLUSION

Upon approval by your Board, it is requested that the Executive Officer-Clerk of the Board return one (1) adopted stamped copy of the Board letter and three (3) executed copies of the Amendment to the CIO for further processing.

Respectfully submitted,

RICHARD SANCHEZ
Chief Information Officer

RS:PL:JH:FAPA

Attachments (1)

Honorable Board of Supervisors
February 18, 2014
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c: Chief Executive Officer
Executive Officer, Board of Supervisors
County Counsel
Chief Information Office

DRAFT



SACHI A. HAMAI
EXECUTIVE OFFICER

COUNTY OF LOS ANGELES BOARD OF SUPERVISORS

KENNETH HAHN HALL OF ADMINISTRATION
500 WEST TEMPLE STREET, ROOM 383
LOS ANGELES, CALIFORNIA 90012
(213) 974-1411 • FAX (213) 620-0636

MEMBERS OF THE BOARD

GLORIA MOLINA
MARK RIDLEY-THOMAS
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

February 18, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**AMENDMENTS TO EXTEND CONTRACT NUMBERS 76967, 76968, 76969,
AND 76970 FOR TEMPORARY PERSONNEL SERVICES
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

Request Board approval to amend contracts with AppleOne Employment Services, Select Staffing Services, Helpmates Staffing Services, and Good People Employment Services, set to expire April 14, 2014, to extend the term for one year. The extension will provide additional time needed to complete the solicitation process for contract(s) with an organization(s) that can provide Temporary Personnel Services for the Executive Office of the Board of Supervisors and client departments.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and instruct the Chairman to sign the attached amendments to extend Contract No. 76967 with Select Staffing Services, Contract No. 76968 with Helpmates Staffing Services, Contract No. 76969 with AppleOne Employment Services, and Contract No. 76970 with Good People Employment Services for an additional one year, effective April 15, 2014. There will be no change to the estimated annual amount.
2. Delegate authority to the Executive Officer of the Board, or her designee, to prepare and execute amendments to the Contracts to incorporate or change any contracting provision required by the Board of Supervisors, Chief Executive Officer, or designee.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The contracts have a term of three years with two one-year extension options and are currently in their last option year. The current contracts for temporary personnel services will expire on April 14, 2014. A Request for Proposals (RFP) was set to be released November 2013 to replace the services provided under these contracts but due to time constraints, this will not allow enough time for proper review.

The extension will allow sufficient time to release a new RFP and complete the solicitation process. The purpose of this recommendation is to ensure uninterrupted temporary personnel to the Executive Office of the Board of Supervisors and client departments.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

This action is consistent with the County's Strategic Plan Goal No. 1 of Organizational Effectiveness by providing quality, timely, and cost-efficient temporary personnel services to the Board of Supervisors and client departments.

FISCAL IMPACT/FINANCING

Rates are standardized for all firms under the contract. Services are used on an as-needed basis and not projected to exceed \$2,650,000 in any fiscal year. Partial funding for this service is available in Board of Supervisors, Executive Offices' Adopted Budget with the remaining being funded by an Intrafund Transfer.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On March 31, 2009 your Board approved a non-exclusive contract with four temporary employment agencies. The contracts are intended to be used by the Board of Supervisors and other County Departments to obtain temporary personnel services during peak work periods and/or in the approved absence of permanent staff as authorized under California Government Code Section 31000.4.

There is no impact to County employees as these services supplement current resources and are intermittent in nature. The financing of temporary personnel services cost is paid from existing budgeted funds within each client department.

The Executive Office of the Board of Supervisors is in the process of releasing the RFP to solicit for contracts with vendors to provide temporary personnel services to the Board of Supervisors and client departments. The Amendment extends the term of the contracts for one year to complete the RFP solicitation process. All terms, conditions, and pricing of these contracts will remain unchanged.

The Honorable Board of Supervisors
February 18, 2014
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of this action will ensure uninterrupted temporary personnel services.

CONCLUSION

Upon approval by your Board, please return two signed copies of each amendment and one adopted copy of this letter to Executive Office, Fiscal Services Division.

Respectfully submitted,

Sachi A. Hamai
Executive Officer, Board of Supervisors

Attachments

c: Executive Officer – Clerk of the Board of Supervisors
Chief Executive Officer
County Counsel

**AGREEMENT FOR TEMPORARY
PERSONNEL SERVICES**

Contract No. 76967

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____, 2014,

by and between

COUNTY OF LOS ANGELES
(hereafter "County")

and

SELECT STAFFING SERVICES
(hereafter "Contractor")

Business Address:
777 S. FIGUEROA ST., SUITE 2500
LOS ANGELES, CA 90017

WHEREAS, on April 7, 2009, the County entered into contract with Select Staffing Services for temporary personnel services (hereafter "Agreement"); and

WHEREAS, Contract No. 76967 will expire on April 14, 2014; and

WHEREAS, County is in the process of soliciting for new Temporary Personnel Services to replace Contract No. 76967, but such solicitation will not be completed on April 15, 2014; and

WHEREAS, the parties mutually agree to extend the term of Contract No. 76967 for one year from April 15, 2014 to April 14, 2015 for the completion of the solicitation; and

WHEREAS, the Contractor is willing to continue providing the service, under the Agreement's existing terms and conditions, during the period as extended under this AMENDMENT;

WHEREAS, the Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, in consideration of the mutual benefits derived therefrom, it is agreed between both parties that the Contract No. 76967 shall be amended as follows:

1. Section 6 – Term, shall be deleted in its entirety and replaced as follows to extend the term for one year.

"Section 6. TERM. This Agreement shall commence on April 15, 2009 and shall terminate at the close of business on April 14, 2015."

2. Section 8 - Warranty of Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 8. WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM. Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles County Code Chapter 2.206. "

3. Section 9 – Termination For Breach of Warranty To Maintain Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 9. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM . Failure of Contractor to maintain compliance with the requirements set forth in Section 8 - "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206."

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and the Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

CONTRACTOR

SELECT STAFFING SERVICES

By _____
(NAME)

(TITLE)

APPROVED AS TO FORM:

JOHN F. KRATTLI
County Counsel

By _____
Deputy County Counsel

**AGREEMENT FOR TEMPORARY
PERSONNEL SERVICES**

Contract No. 76968

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____, 2014,

by and between

COUNTY OF LOS ANGELES
(hereafter "County")

and

HELPMATES STAFFING SERVICES
(hereafter "Contractor")

Business Address:
900 WILSHIRE BLVD. #914
LOS ANGELES, CA 90017

WHEREAS, on April 7, 2009, the County entered into contract with Helpmates Staffing Services for temporary personnel services (hereafter "Agreement"); and

WHEREAS, Contract No. 76968 will expire on April 14, 2014; and

WHEREAS, County is in the process of soliciting for new Temporary Personnel Services to replace Contract No. 76968, but such solicitation will not be completed on April 15, 2014; and

WHEREAS, the parties mutually agree to extend the term of Contract No. 76968 for one year from April 15, 2014 to April 14, 2015 for the completion of the solicitation; and

WHEREAS, the Contractor is willing to continue providing the service, under the Agreement's existing terms and conditions, during the period as extended under this AMENDMENT;

WHEREAS, the Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, in consideration of the mutual benefits derived therefrom, it is agreed between both parties that the Contract No. 76968 shall be amended as follows:

1. Section 6 – Term, shall be deleted in its entirety and replaced as follows to extend the term for one year.

"Section 6. TERM. This Agreement shall commence on April 15, 2009 and shall terminate at the close of business on April 14, 2015."

2. Section 8 - Warranty of Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 8. WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM. Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles County Code Chapter 2.206. "

3. Section 9 – Termination For Breach of Warranty To Maintain Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 9. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM . Failure of Contractor to maintain compliance with the requirements set forth in Section 8 - "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206."

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and the Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

CONTRACTOR

HELPMATES STAFFING SERVICES

By _____
(NAME)

(TITLE)

APPROVED AS TO FORM:

JOHN F. KRATTLI
County Counsel

By _____
Deputy County Counsel

**AGREEMENT FOR TEMPORARY
PERSONNEL SERVICES**

Contract No. 76969

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____, 2014,

by and between

COUNTY OF LOS ANGELES
(hereafter "County")

and

APPLEONE EMPLOYMENT
SERVICES
(hereafter "Contractor")

Business Address:
327 WEST BROADWAY
GLENDALE, CA 91204

WHEREAS, on April 7, 2009, the County entered into contract with AppleOne Employment Services for temporary personnel services (hereafter "Agreement"); and

WHEREAS, Contract No. 76969 will expire on April 14, 2014; and

WHEREAS, County is in the process of soliciting for new Temporary Personnel Services to replace Contract No. 76969, but such solicitation will not be completed on April 15, 2014; and

WHEREAS, the parties mutually agree to extend the term of Contract No. 76969 for one year from April 15, 2014 to April 14, 2015 for the completion of the solicitation; and

WHEREAS, the Contractor is willing to continue providing the service, under the Agreement's existing terms and conditions, during the period as extended under this AMENDMENT;

WHEREAS, the Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, in consideration of the mutual benefits derived therefrom, it is agreed between both parties that the Contract No. 76969 shall be amended as follows:

1. Section 6 – Term, shall be deleted in its entirety and replaced as follows to extend the term for one year.

"Section 6. TERM. This Agreement shall commence on April 15, 2009 and shall terminate at the close of business on April 14, 2015."

2. Section 8 - Warranty of Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 8. WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM. Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles County Code Chapter 2.206. "

3. Section 9 – Termination For Breach of Warranty To Maintain Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 9. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM . Failure of Contractor to maintain compliance with the requirements set forth in Section 8 - "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206."

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and the Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

CONTRACTOR

APPLEONE EMPLOYMENT SERVICES

By _____
(NAME)

(TITLE)

APPROVED AS TO FORM:

JOHN F. KRATTLI
County Counsel

By _____
Deputy County Counsel

**AGREEMENT FOR TEMPORARY
PERSONNEL SERVICES**

Contract No. 76970

AMENDMENT NO. 1

THIS AMENDMENT is made and entered into this _____ day of _____, 2014,

by and between

COUNTY OF LOS ANGELES
(hereafter "County")

and

GOOD PEOPLE EMPLOYMENT
SERVICES
(hereafter "Contractor")

Business Address:
9636 TIERRA GRANDE ST., SUITE
104
SAN DIEGO, CA 96126

WHEREAS, on April 7, 2009, the County entered into contract with Good People Employment Services for temporary personnel services (hereafter "Agreement"); and

WHEREAS, Contract No. 76970 will expire on April 14, 2014; and

WHEREAS, County is in the process of soliciting for new Temporary Personnel Services to replace Contract No. 76970, but such solicitation will not be completed on April 15, 2014; and

WHEREAS, the parties mutually agree to extend the term of Contract No. 76970 for one year from April 15, 2014 to April 14, 2015 for the completion of the solicitation; and

WHEREAS, the Contractor is willing to continue providing the service, under the Agreement's existing terms and conditions, during the period as extended under this AMENDMENT;

WHEREAS, the Agreement provides that changes may be made in the form of a written amendment which is formally approved and executed by the parties.

NOW, THEREFORE, in consideration of the mutual benefits derived therefrom, it is agreed between both parties that the Contract No. 76970 shall be amended as follows:

1. Section 6 – Term, shall be deleted in its entirety and replaced as follows to extend the term for one year.

"Section 6. TERM. This Agreement shall commence on April 15, 2009 and shall terminate at the close of business on April 14, 2015."

2. Section 8 - Warranty of Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 8. WARRANTY OF COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM. Contractor acknowledges that County has established a goal of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations (secured and unsecured roll) in order to mitigate the economic burden otherwise imposed upon County and its taxpayers.

Unless Contractor qualifies for an exemption or exclusion, Contractor warrants and certifies that to the best of its knowledge it is now in compliance, and during the term of this Agreement will maintain compliance, with Los Angeles County Code Chapter 2.206. "

3. Section 9 – Termination For Breach of Warranty To Maintain Compliance With County's Defaulted Property Tax Reduction Program, shall be added as follows:

"SECTION 9. TERMINATION FOR BREACH OF WARRANTY TO MAINTAIN COMPLIANCE WITH COUNTY'S DEFAULTED PROPERTY TAX REDUCTION PROGRAM . Failure of Contractor to maintain compliance with the requirements set forth in Section 8 - "Warranty of Compliance with County's Defaulted Property Tax Reduction Program" shall constitute default under this Agreement. Without limiting the rights and remedies available to County under any other provision of this Agreement, failure of Contractor to cure such default within 10 days of notice shall be grounds upon which County may terminate this Agreement and/or pursue debarment of Contractor, pursuant to County Code Chapter 2.206."

IN WITNESS WHEREOF, the Board of Supervisors of the County of Los Angeles has caused this Amendment to be executed by its Chairman and the Contractor has caused this Amendment to be executed in its behalf by its duly authorized officer, the day, month, and year first above written.

COUNTY OF LOS ANGELES

By _____
Chairman, Board of Supervisors

CONTRACTOR

GOOD PEOPLE EMPLOYMENT SERVICES

By _____
(NAME)

(TITLE)

APPROVED AS TO FORM:

JOHN F. KRATTLI
County Counsel

By _____
Deputy County Counsel

TREASURER AND TAX COLLECTOR

Risk Management Plan: FY 2013-14

(Previously: Risk Exposure Cost Avoidance Plan [RECAP])

This Risk Management Plan describes risks, trends, and mitigation measures planned to address these issues. Risk issues are identified through evaluations of business operations and review of claim trends.

Note: This document replaces the Risk Exposure Cost Avoidance Plan (RECAP) and the Departmental Risk Management Overview issued for presentations to Board Deputies.

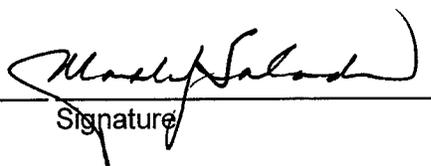
APPROVALS:

Sandra Pina-Barbee
Risk Management Coordinator


Signature

August 22, 2013
Date

Mark J. Saladino
Department Head


Signature

8-29-13
Date

Overview of Department Risk Management Program

Insert a brief description of the department, hazards/exposures, and its risk management program (use as much space as necessary).

The Department's Risk Management Program is under the guidance of Sandra Pina-Barbee, Administrative Deputy. Occupational Safety and Health responsibilities are assigned to Navjot Kaur, Departmental Human Resources Manager (DHRM). These responsibilities also include employment discrimination claims, Return-to-Work, and disability management functions. The latter two are the specific responsibility of Daniel Kim, Senior Departmental Personnel Technician. Mr. Kim addresses individual ergonomic and equipment needs that arise from potential injuries identified through the interactive process and implements the County of Los Angeles' (County) Work Hardening and Early Return-to-Work programs to limit employee absences after injuries. Department-wide ergonomic issues are addressed by Administrative Services staff who strives to ensure all work stations are designed to limit employee injuries. Liability claims are overseen by the Risk Management Coordinator and

are assigned to the appropriate branch for resolution. Additionally, accidents in which mileage permittees are involved are reported to the Risk Management Coordinator for assessment and disposition.

	Name
Risk Management Coordinator:	Sandra Pina-Barbee
Safety Officer/Coordinator:	Navjot Kaur
Return-to-Work Coordinator:	Daniel Kim

Risk Issues, Plans, and Mitigation Measures

RISK MANAGEMENT ISSUE #1
Issue: Loss and Injury Prevention from Use of Treasurer and Tax Collector (TTC) Vehicles.
<p>Risk Management Plan / Mitigation Measure:</p> <ul style="list-style-type: none"> • Review the TTC Vehicle Policy with all TTC employees to ensure a thorough understanding of the guidelines that govern the usage, garaging, and maintenance of County-owned vehicles, and the appropriate measures to be taken when reporting accidents. • Roll-out the Safe Driving Training developed by the Legal Exposure Reduction Committee Program to TTC employees who are authorized to drive a vehicle in the course of their official duties. • Provide training and certification to employees authorized to operate County-owned forklifts in the course of their official duties. • Ensure that all County mileage permittees, occasional drivers, and authorized drivers of County-owned vehicles maintain a valid California driver's license (CDL) at all times (Fiscal Manual 13.12.10), and immediately inform their manager if their CDL is suspended or revoked.
Responsible Party: Sandra Pina-Barbee, Administrative Deputy
Completion Date: June 30, 2014
RISK MANAGEMENT ISSUE #2
Issue: Develop Public Administrator (PA) Safety Protocols
<p>Risk Management Plan/Mitigation Measure:</p> <ul style="list-style-type: none"> • In collaboration with staff from the Chief Executive Office's (CEO) Risk Management and Office of Security Management, create a safety program for PA staff that encounter risks in the field and in the workplace.

- Offer regularly scheduled, hands-on firearm safety training for sworn and vault staff.
- Conduct field risk mitigation training, including managing household hazards, pests and environmental risks, as developed and conducted by CEO/Risk Management for all field staff.
- Develop proper handling and disposal protocols for ammunition, e-waste, and hazardous materials encountered in the field.
- Provide PA staff with reference materials and contact information for resources that are able to assist in managing risks.
- Recommend a process for procuring and utilizing new and/or improved safety equipment.

Responsible Party: Craig Hendrickson, Operations Chief, PA

Completion Date: June 30, 2014

Add additional space if more issues are being reported

Statistical Information (***) data to be provided when available)

Claim Performance (data provided by CEO; see footnotes)				
Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
WORKERS' COMPENSATION				
1. Number of Workers' Compensation claims filed during the period	14	25	19	19.3
2. Number of employees as of June 30	458	468	437	454.3
3. Workers' Compensation Claim Report Rate (number of claims reported per 100 employees) for the period	3.06	5.34	4.35	4.26
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments)	11.68	11.19	11.40	11.42
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (all departments, excluding Fire, Probation, Sheriff)	6.67	6.83	6.86	6.79
Benchmark: Countywide Average Workers' Compensation Claim Report Rate (Fire, Probation, Sheriff only)	25.04	22.78	23.46	23.76
4. Workers' Compensation expense paid during the period (including final accounting of allocated and unallocated expenses)	\$973,963	\$1,050,095	\$935,355	\$986,471
5. Workers' Compensation Expense Rate (expenses paid per current employee) for the period	\$2,127	\$2,244	\$2,140	\$2,170
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments)	\$3,266	\$3,505	\$3,633	\$3,468
Benchmark: Countywide Average Workers' Compensation Expense Rate (all departments, excluding Fire, Probation, Sheriff)	\$2,179	\$2,258	\$2,273	\$2,237
Benchmark: Countywide Average Workers' Compensation Expense Rate (Fire, Probation, Sheriff only)	\$6,167	\$6,822	\$7,241	\$6,743
6. Salary Continuation and Labor Code 4850 paid during the period (100%IA, 70%IA, MegalA)	\$0	\$0	\$0	\$0
AUTOMOBILE LIABILITY				
7. Number of Automobile Liability claims filed during the period	0	0	0	0.0
8. Automobile Liability indemnity (OC) paid during the period	\$0	\$0	\$0	\$0
9. Automobile Liability legal fees and costs (SS) paid during the period	\$0	\$0	\$0	\$0
GENERAL LIABILITY				
10. Number of General Liability claims filed during the period	102	48	61	70.3
11. General Liability indemnity (OC) paid during the period	(\$39,510)	(\$4,996)	(\$6,058)	(\$16,855)
12. General Liability legal fees and costs (SS) paid during the period	\$202,676	\$212,700	\$235,429	\$216,935

Claim Performance (data provided by CEO; see footnotes) [Continued]

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
MEDICAL MALPRACTICE				
13. Number of Medical Malpractice claims filed during the period	0	0	0	0.0
14. Medical Malpractice indemnity (OC) paid during the period	\$0	\$0	\$0	\$0
15. Medical Malpractice legal fees and costs (SS) paid during the period	\$0	\$0	\$0	\$0
TOTAL CLAIMS AND EXPENSE				
16. Total number of claims filed during the period	116	73	80	89.7
17. Total expenses paid during the period	\$1,137,129	\$1,257,799	\$1,164,726	\$1,186,551
18. Department operating budget	\$67,284,949	\$74,852,000	\$74,580,000	\$72,238,983
19. Cost of Risk (% total expenses paid / operating budget)	1.69%	1.68%	1.56%	1.64%
Benchmark: Countywide Cost of Risk	2.10%	2.21%	2.19%	2.17%

- All workers' compensation loss information is available on the CEO Risk Management Branch RECAP intranet site.
- The number of employees is the sum of currently filled full-time and part-time positions (see monthly payroll report).
- The number of liability claims is the total of all claims (including all suffixes) entered into the Risk Management Information System (RMIS) during the fiscal year (see monthly Cognos report).
- Total paid for liability is based on transaction dates within each fiscal year as listed in RMIS (see monthly Cognos report).

Vehicle and Fleet Safety Performance (data maintained at the department level)				
Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
DEPARTMENT-OWNED VEHICLES				
20. Number of Department-owned vehicles as of June 30	8	8	8	8.0
21. Total number of vehicle accidents involving Department-owned (or leased) vehicles	0	0	0	0.0
22. Total cost paid for damage involving Department-owned (or leased) vehicles (not including third party claim/damage cost)	\$0	\$0	\$0	\$0
23. Number of miles driven by Department-owned (or leased) vehicles	NOT TRACKED	41,034	29,879	35,456.5
24. Number of vehicle accidents involving Department-owned (or leased) vehicles per 100,000 miles	0.00	0.00	0.00	0.00
Benchmark: Countywide	1.60	1.78	***	1.69
PERMITTEE DRIVERS				
25. Number of Department permittee drivers as of June 30	126	119	120	121.7
26. Total number of vehicle accidents involving permittee drivers	0	0	0	0.0
27. Total cost paid for damage involving vehicles driven by permittee drivers (not including third party claim/damage cost)	\$0	\$0	\$0	\$0
28. Number of permittee miles driven during period	105,469	92,350	84,034	93,951.0
29. Number of vehicle accidents involving permittee drivers per 100,000 miles	0.00	0.00	0.00	0.00
Benchmark: Countywide	1.95	2.02	***	1.99

Return-to-Work Performance (industrial and non-industrial)

(data maintained at the department level)

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
30. Number of active return-to-work cases as of June 30	24	36	34	31.3
31. Number of employees on medical leave (excluding pregnancy) as of June 30	16	15	19	16.7
32. Number of employees on work hardening transitional assignment agreements as of June 30	2	5	1	2.7
33. Number of employees on conditional assignment agreements as of June 30	0	0	0	0.0
34. Number of return-to-work cases closed in the prior year	8	21	18	15.7

Short Term Disability (data provided from Sedgwick except for #41 which is from payroll)

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
35. Number of active claims as of June 30	1	0	1	0.7
36. Number of closed claims reaching maximum benefit duration during the fiscal year	2	1	1	1.3
37. Number of claims converted to LTD during the fiscal year	2	0	0	0.7
38. Number of new claims during the fiscal year	5	5	6	5.3
39. Number of lost workdays paid under STD during the fiscal year	394	227	418	346.3
40. Number of lost calendar days, including elimination period, for closed claims	869	412	567	616.0
41. Total payments for all claims paid during the fiscal year	\$72,369	\$74,704	\$74,041	\$73,705
42. Number of paid lost workdays for closed claims	567	245	361	391.0

Long Term Disability (data provided from Sedgwick)

Measure	FY 2010-11	FY 2011-12	FY 2012-13	3-Year Average
43. Number of active claims as of June 30	11	9	7	9.0
44. Number of claims opened during the fiscal year	6	4	4	4.7
45. Total payments for all claims paid during the fiscal year	\$132,949	\$159,923	\$130,789	\$141,220
46. Total payments to date on claims closed during the fiscal year	\$189,044	\$238,531	\$195,122	\$207,566

Performance Data and Statistical Goal Definitions

Liability Claim:	A document submitted by a third party in accordance with statutory requirements, and alleging personal injury, bodily injury, property damage, or other losses sustained due to the acts or omissions of the County, its employees, officers, or agents. This is the total number of open/closed claims that were filed during the period. A claim includes all lawsuits and claims, but does not include incident reporting, unless a claim is opened as a result of the incident report.
General Liability Claim:	Claim arising when negligent acts and/or omissions result in bodily injury and/or property damage on the premises of a business, when someone is injured as the result of using the product manufactured or distributed by a business, or when someone is injured in the general operation of a business.
Vehicle Liability Claim:	Claim arising from negligent operation of a motor vehicle involving third party damage to property and/or people.
Medical Malpractice Claim:	Claim arising from professional negligence by act or omission by a health care provider in which care provided deviates from accepted standards of practice in the medical community and causes injury or death to the patient.
Indemnity Cost (OC):	Amount of money paid to compensate claimant and/or plaintiffs for damages, including their attorney fees and cost that are paid by the County. Also referred to as the settlement amount. Cost listed as (OC) in RMIS.
Legal Fees and Costs (SS):	Amount of money paid for defense counsel (in-house and/or panel attorney) for a claim that is paid by the County. Cost listed as (SS) in RMIS.
Total Paid:	This is the actual amount of money paid on a claim during the reporting period. This is not the amount agreed to or discussed in settlement, but the actual amount of money disbursed on the claim, to include both indemnity (OC) and legal fees and costs (SS).
Workers' Compensation Claim:	Claim filed by Department employee for injury and/or illness that arose out of the course and scope of employment and provides compensation and medical care for employees who are injured in the course of employment, in exchange for mandatory relinquishment of the employee's right to sue his or her employer for the tort of negligence.
Salary Continuation / Labor Code 4850:	Supplemental salary replacement benefits paid in excess of indemnity benefits provided by the workers' compensation system according to County Code or State of California law.
Active Return-to-Work Case:	Employee is off work due to an industrial or non-industrial disability. Employee is working in any temporary modified/alternative position pending resolution of work status. Employee has a pending request for reasonable accommodation. Any situation where the department determines risk exposure requires ongoing action or monitoring. Additional information about return-to-work can be found in the Return-to-Work Desk Reference Manual at http://ceo.lacounty.gov/RTW/rtw_default.htm.
Return-to-Work Cases Closed:	Employee has returned to usual and customary position with or without work restriction (and department has no risk exposure concerns). Employee has returned to a permanent modified/alternative position and has demonstrated the ability to perform the essential functions of the position with or without a reasonable accommodation.
Work Hardening Transitional Assignment Agreement:	An agreement between the employer and employee that allows an employee to return to work in an assignment, performing functions other than those usually assigned, and is intended to allow an employee the opportunity to recover from their injury/illness while continuing to work. This agreement is temporary and can be revisited every 12 weeks up until the employee becomes Permanent and Stationary (P&S) or has achieved Maximum Medical Improvement (MMI).

Performance Data and Statistical Goal Definitions [Continued]

<p>Conditional Assignment Agreement:</p>	<p>An agreement between the employer and employee that allows an employee to work in a temporary assignment while the department conducts a department-wide or Countywide search for a compatible position. This status is determined when an employee with an Industrial Injury/Illness becomes Permanent and Stationary (P&S) or has reached Maximum Medical Improvement (MMI); or an employee with a Non-Industrial Injury/Illness obtains a work restriction (either temporary or permanent). If a position cannot be identified within the employee's department, then a Countywide Job Search shall be conducted.</p>
<p>Vehicle Accident:</p>	<p>An accident involving a Department-owned/leased vehicle and/or a permittee-owned vehicle (including drivers classified as occasional drivers) that resulted in damage or any other type of loss to persons, property, etc.</p>
<p>Department-Owned / Leased Vehicles:</p>	<p>Vehicles driven by County employees owned or leased by the Department or County. These are not the drivers' personal vehicles.</p>
<p>Number of Miles Driven During Period:</p>	<p>Actual number of miles driven by Departmental drivers for County-related activity (course and scope of work).</p>
<p>Permittee Driver:</p>	<p>County employee who is participating in the County permittee driver program and is certified/approved to drive a non-Department-owned vehicle for work purposes.</p>
<p>Risk Management Information System (RMIS):</p>	<p>The County's risk management and claims administration management system with ad-hoc reporting capabilities, which supports County claims administration and financial, statistical, and loss prevention functions.</p>
<p>Cost of Risk:</p>	<p>Percentage of Total Paid / Department Operating Budget.</p>

RISK MANAGEMENT PLAN (RMP)
 (Previously: Risk Exposure Cost Avoidance Plan [RECAP])
STATUS REPORT – FISCAL YEAR 2012-13
 (Due August 30, 2013)

DATE	DEPARTMENT
August 20, 2013	TREASURER AND TAX COLLECTOR

Summary and Assessment of Results:

Include a summary of your department's activities and an assessment of your results.

Note: The first two columns from the table below are from your Fiscal Year 2012-13 RECAP, Part 8, Departmental Risk Management Objectives.

RISK MANAGEMENT OBJECTIVES	PROJECT ACTIVITY DESCRIPTION (INCLUDE RESPONSIBLE INDIVIDUAL)	PROJECT STATUS
<p><u>System Implementation</u> Implement the Performance Management Tracking System (PMTS), the Absence Management System (AMS), and the Employee Performance System (EPS).</p>	<p>Responsible Individual: Navjot Kaur, DHRM</p> <p>The Treasurer and Tax Collector (TTC) will work in collaboration with the Department of Human Resources (DHR) to achieve the timely implementation of new HR systems. Implementation of these systems will support the Department's efforts to provide better oversight over employee performance issues, properly issue prompt and consistent corrective actions and reduce the potential for liability claims.</p>	<p>In order to ensure successful implementation of the PMTS, Departmental staff attended network meetings and trainings provided by the DHR. All disciplinary information was entered into the PMTS, and this system was successfully rolled-out in September 2012.</p> <p>To successfully roll-out AMS, Departmental staff entered all historical information into AMS related to employee Military, Family Medical Leave Act, and any other medical leave usage from June 2011 thru June 2012. The Department successfully rolled-out the AMS in July 2012.</p> <p>In an effort to roll-out the EPS, Departmental staff worked with the DHR and received roll-out information in November 2012. A conference call was held with the DHR team in December 2012 to</p>

		<p>cover all other details. The Department also conducted a survey in early February 2013, to determine how other departments implemented the EPS and identify the issues and/or problems they faced during the EPS implementation. Departmental staff attended two Performance Net Administrator trainings on February 7 and 13, 2013. Due to delays from the DHR in uploading Department specific work-plans in the EPS, the Department was not able to roll-out the EPS. However, the Department has continued its efforts and communication with the DHR, and an implementation meeting was held on July 24, 2013, to explain the system, review system features, and secure Executive Management approvals moving forward. The AMS will be rolled-out in Fiscal Year (FY) 2013-14.</p>
<p><u>Evaluation of Signature Mail</u> In FY 2011-12, the Department received 125,000 pieces of signature mail from various vendors, including the United States Postal Service and FedEx. The mail included remittances, claims for excess auction proceeds, bankruptcy related documents, and claims for property tax refunds. Due to the complexity of our remittance processes, document imaging, and a broad array of contents that span the Department's business lines, the TTC is currently unable to consistently trace the mail's contents exposing the TTC to incremental risk.</p>	<p>Responsible Individual: Keith Knox, Assistant Treasurer and Tax Collector, Administration Branch</p> <p>Staff will evaluate and develop recommendations to implement the following:</p> <ol style="list-style-type: none"> 1. Mechanisms through which the tracking number can be applied to the mail's contents from intake to the deposit and/or workflow processes; and 2. Mechanisms through which the tracking number can be searched in the appropriate departmental systems. 	<p>The following are issues that were identified during a review of this process:</p> <ul style="list-style-type: none"> • <u>Issue</u> - The incoming scanning/tracking system in the Mailroom is outdated, has limited file storage capabilities, and lacks modern features and scanning capabilities. <p><u>Recommendation</u> – Procurement staff have identified a potential replacement system with increased functionality and tracking mechanisms.</p> <ul style="list-style-type: none"> • <u>Issue</u> – Inconsistencies exist in scanning and tracking signature mail. For example, payments

		<p>with correspondence are scanned with the tracking number into the Remittance Processing System (RPS); correspondence received via signature mail is not scanned. Bulk checks are not scanned with the tracking number.</p> <p><u>Recommendation</u> –Two new scanners have already been added to the RPS as part of a planned upgrade. This will create the additional capacity to scan and enter the tracking number for all mail.</p> <ul style="list-style-type: none"> ▪ <u>Issue</u> – There is no current functionality to track signature mail throughout the Department on a universal basis. <p><u>Recommendation</u> – With the RPS upgrade, a tracking number would be scanned for all signature mail types.</p> <p>The above recommendations will be implemented in FY 2013-14. This will enable staff in the Banking and Remittance and Public Service Divisions to trace all signature mail from intake to the deposit/workflow processes and eliminate the gaps, inefficiencies, and risk in the current process.</p>
<p><u>Employee Training</u> Develop and provide training to Departmental employees and supervisors that concentrates on risk management topics such as <i>Managing Workers'</i></p>	<p>Responsible Individual: Sandra Pina-Barbee, Administrative Deputy</p> <p>The TTC will research, develop, and provide these two courses to TTC employees. This training is</p>	<p>During the FY 2012-13, the TTC Personnel Section conducted training on Workers' Compensation for all TTC supervisors and managers. This training entitled, <i>Managing Workers' Compensation Claims</i>,</p>

<p><i>Compensation Claims for Supervisors and Managers, and Code of Conduct Training</i> for employees of all levels.</p>	<p>intended to broaden the knowledge and awareness of TTC employees, reduce incidents of employee injury, enhance workplace safety, encourage positive behaviors in the workplace, and reduce potential liability to the Department and the County.</p>	<p>provided TTC supervisors and managers with the skills necessary to effectively navigate through the Workers' Compensation process; gain a better understanding of their role as risk managers; and enhance their ability to anticipate, prevent, and plan for time sensitive activities that generally occur when an employee is injured. The team also developed and conducted multiple sessions of <i>Code of Conduct</i> training for all TTC employees. A total of ten 2-hour long sessions were conducted to provide employees with an overview of appropriate conduct in the workplace.</p>
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This status report should be submitted to:

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