



A Tradition of Stewardship  
A Commitment to Service

Agenda Date: 5/16/2017

Agenda Placement: 6M

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors

**FROM:** Heather Ruiz - Director  
Human Resources

**REPORT BY:** Angela Marie Broaddus, HR Information Systems Analyst - 7072991480

**SUBJECT:** Professional Services Agreement with TALX Corporation and County Personnel Administrators Association of California

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### **RECOMMENDATION**

Director of Human Resources requests approval of and authorization for the Chair to sign an agreement with TALX Corporation and County Personnel Administrators Association of California (CPAAC) for the term July 1, 2016 through June 30, 2019 for unemployment claims administration services.

### **EXECUTIVE SUMMARY**

The County has contracted with TALX Corporation and County Personnel Administrators Association of California (CPAAC) since 1987 for unemployment claims administration services. The cost for these services is an annual fee based on a charge of \$0.785 per full-time equivalent (FTE). The annual fee is estimated at \$1,190.00 based on the employee count as of January 1, 2017. The original agreement between TALX and CPAAC expired on April 30, 2015. TALX has honored the existing agreement with amendments that were approved by the Board of Supervisors on September 15, 2015 and again on August 30, 2016. CPAAC has negotiated a new agreement, retroactively effective July 1, 2016 which is being brought to the Board of Supervisors at this time.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Employee/Retiree Benefits
Is it Mandatory or Discretionary?	Discretionary

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Discretionary Justification:	The County wishes to continue utilizing the contractor's experience and expertise in the field of unemployment claims administration.
Is the general fund affected?	Yes
Future fiscal impact:	The average cost per year for services provided is based on the number of full-time employees (FTE) as of January 1, 2017. Costs for services are \$0.785 per FTE. The amount estimated based on the current employee count is \$1,190 per year.
Consequences if not approved:	If not approved, the County would not have a third-party administrator to manage unemployment claims.
Additional Information:	

### **ENVIRONMENTAL IMPACT**

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

### **BACKGROUND AND DISCUSSION**

Since January 1987, the County has contracted with County Personnel Administrators Association of California (CPAAC) for coordination of third-party administration of unemployment claims. Historically, the agreement with CPAAC involved a vendor selected by CPAAC to provide unemployment claims administration services under CPAAC's umbrella organization. Napa County self-insures its unemployment claims responsibilities and contracts with CPAAC and its selected vendor to administer unemployment claims.

In May 2009, the County executed an agreement with CPAAC and TALX Corporation, CPAAC's selected claims administrator, to provide unemployment claims administration services for its members. TALX provides training to covered entities, responds to all unemployment claims, audits all EDD benefit charges to verify their correctness, challenges incorrect charges, maintains all records and data necessary to satisfy performance of the above functions, and provides the County with a variety of quarterly management claims and activity reports.

The original Agreement No. 7749 expired on April 30, 2015. CPAAC was unable to meet to execute a new agreement prior to the expiration date. In order to continue providing services to their clients, TALX agreed to honor all terms of Agreement No. 7749 until December 31, 2015 by way of Amendment No. 1, which was valid through December 31, 2015. The agreement was further extended through June 30, 2016 via Amendment No. 2, approved by the Board of Supervisors on August 30, 2016. CPAAC has entered into a new agreement with TALX, retroactively effective July 1, 2016 which is being brought before the Board of Supervisors at this time.

TALX and CPAAC are not local vendors. The County is taking advantage of a lower rate and efficiencies by joining with other jurisdictions to contract for this service.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Molly Rattigan