



Agenda Date: 8/2/2005  
Agenda Placement: 6H

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Caryn Fagundes for Dennis Morris - Director  
Human Resources  
**REPORT BY:** Caryn Fagundes, Benefits Administrator, 253-4488  
**SUBJECT:** Agreement with County Personnel Administrators Association of California and TALX Corporation  
for unemployment claims administration services

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### **RECOMMENDATION**

Human Resources Director requests approval of and authorization for the Chair to sign an agreement with County Personnel Administrators Association of California (CPAAC) and TALX Corporation for the term May 1, 2005 through April 30, 2008 for unemployment claims administration services.

### **EXECUTIVE SUMMARY**

The County has contracted with TALX Corporation and County Personnel Administrators Association of California (CPAA) since 1987 for unemployment claims administration services. The cost for these services is an annual fee based on a charge of \$.76 per Full Time Equivalent (FTE). The annual fee is approximately \$950.

### **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
Discretionary Justification:	The County wishes to take advantage of the contractors' 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) in January of each year. Costs for services are \$.76 per

FTE. On the average, this represents approximately \$950 per year.

Consequences if not approved: If not approved the County would not have a third-party administrator to manage unemployment claims.

Additional Information: None

### **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 has also involved another party selected by CPAAC to provide unemployment claims administration services under CPAAC's umbrella organization. Other California counties also contract with CPAAC and CPAAC's selected claims administrator. Napa County, which self-insures its unemployment claims responsibilities, contracts with CPAAC and their selected claims administrator in lieu of making payments directly to the State's Employment Development Department.

In May 2002, the County executed an agreement with CPAAC and TALX Corporation, CPAAC's preferred claims administrator, to provide unemployment claims administration services. CPAAC has coordinated and monitored this program of group unemployment services for its members. TALX Corporation, has provided claims administration services under this agreement. Claims administration services include providing training to covered entities, responding to all unemployment claims, auditing all EDD benefit charges to verify their correctness, and challenging incorrect charges, maintaining all records and data necessary to satisfy performance of the above functions, and providing the County with a variety of quarterly management claims and activity reports. Current costs for services are \$.76 per FTE. On the average, this represents approximately \$950 per year. The costs will remain the same for contract term May 1, 2005 through April 30, 2008. The delay in requesting approval from the Board is due to communication with the TALX attorney and obtaining signatures from both TALX and CPAAC.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey