



Contra
Costa
County

To: Board of Supervisors
From: Sharon Offord Hymes, Risk Manager
Date: June 16, 2015

Subject: Contract with Skamser & Associates

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Risk Manager to execute a contract with Skamser & Associates in an amount not to exceed \$130,000 to provide consultation and technical assistance on the County's Americans with Disabilities Act (ADA) Program for the period from July 1, 2015 through June 30, 2016.

FISCAL IMPACT:

Cost for this consultation and assistance is funded through the Workers' Compensation Internal Service Fund.

BACKGROUND:

The Americans with Disabilities Act (ADA) provides protection against discrimination to disabled individuals. It prohibits discrimination on the basis of disability in employment, public services, public accommodations, and it requires employers to provide reasonable accommodations to qualified disabled employees and applicants for employment. Skamser & Associates assists with essential functions of job descriptions in developing and modifying the essential functions for testing purposes; consults on modification to existing policies affected by ADA and related law; trains staff on ADA related issues including

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **06/16/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 16, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Chris Heck, Deputy

Contact: Sharon Hymes-Offord
925.335.1450

cc:

accommodation, hiring, and sensitivity training;

BACKGROUND: (CONT'D)

and assists in hiring issues related to individuals with disabilities. Skamser and Associates also provides ongoing consultation on a case by case basis in accommodations for existing staff with disabilities, consults and interacts with Counsel on litigation issues, maintains systems for the identification of employees being provided job modification as well as assessment, and responds to requests for accommodations. In addition, Skamser & Associates locates assistive devices and orders equipment; consults with staff and the medical screening unit on accommodations, fitness for duty, and hiring procedures; and assists with program access issues. Finally, Skamser & Associates assists in complying with ADA and Family Medical Leave Act (FMLA) laws.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not be able to ensure compliance with ADA and FMLA laws.

CHILDREN'S IMPACT STATEMENT:

None.