



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon Offord Hymes, Risk Manager  
Date: August 7, 2018  
Subject: Contract with Essential Staffing, Inc.

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Risk Management to execute a contract with Essential Staffing, Inc. for workers' compensation staffing services for the period from July 1, 2018 through June 30, 2019 in an amount not to exceed \$500,000.

**FISCAL IMPACT:**

Costs for workers' compensation services are funded through the Workers' Compensation Internal Service Fund.

**BACKGROUND:**

Essential Staffing, Inc. specializes in providing highly experienced workers' compensation claims adjusters and clerical support staff. These specialized staff fill our vacant positions while we recruit to hire claims adjusters and clerical staff and to avoid a backlog when permanent staff is out. Using Essential Staffing has resulted in a reduction of claims inventory to industry standards and an excellent audit rating by the California State Association of Counties Excess Insurance Authority as well as increased confidence levels

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY  
ADMINISTRATOR

☐ RECOMMENDATION OF BOARD  
COMMITTEE

Action of Board On: **08/07/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: Candace Andersen, District II 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: August 7, 2018

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

By: June McHuen, Deputy

Contact: Sharon Hymes-Offord  
(925) 335.1400

cc:

to the internal service fund.

CONSEQUENCE OF NEGATIVE ACTION:

Risk Management will not have adequate technical assistance and staff to process workers' compensation claims in a timely manner and satisfy current regulations.