



**Contra
Costa
County**

To: Board of Supervisors
From: Ann Elliott, Human Resources Director
Date: May 11, 2021

Subject: Contract with Shaw HR Consulting, Inc. to provide County with specialized consultation related to ADA program

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Human Resources Director, or designee, to execute a contract with Shaw HR Consulting, Inc., including modified indemnification language, effective May 11, 2021 through April 30, 2022, in an amount not to exceed \$158,000.

FISCAL IMPACT:

The cost of this contract is within the Human Resources Department budget. (100% General Fund)

BACKGROUND:

Shaw HR Consulting will provide professional consulting and technical assistance to the Director of Human Resources, or designee, with regard to specialized consultation in the field of the American Disabilities Act (ADA). Shaw HR Consulting services will include:

- Review of the County's current Interactive Process and Reasonable Accommodations program for employees and applicants/candidates, including reviewing of current policies and procedures. Shaw HRC will provide a recommendation report on the findings of how the County and employees with disabilities who request accommodation work together.
- Creation of program materials for the County's Pre-Placement/Post Offer (PEPO)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **05/11/2021** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Diane Burgis, District III Supervisor
Karen Mitchoff, District IV Supervisor
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: May 11, 2021

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: Wendy Mascitto, Deputy

Contact: Ann Elliott
925-655-2176

cc:

BACKGROUND: (CONT'D)

Disability Interactive Process for applicants and for the Disability Interactive Process for employees. The materials will include flow charts, customized forms, letters and scripts. Shaw HRC will work with County to create finalized program materials.

- Training for Human Resource practitioners and supervisors about the disability interactive Process. The trainings will include live training concerning the rollout of the County's revised Disability Interactive Process and Produced Trainings in video format and contain information about how to use the materials and implement the process.

- Provide additional support for more complex ADA employee case files as needed.

The contract includes modified indemnification language and an initial payment to the contractor prior to the delivery of services.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will be unable to access the expertise and support of Shaw HR Consulting to assist the County in creating an approved process for disability management in order to maintain ADA compliance.