
FRESNO LOCAL AGENCY FORMATION COMMISSION (LAFCo)
EXECUTIVE OFFICER'S REPORT

AGENDA ITEM No. 10

DATE: June 14, 2017

TO: Fresno Local Agency Formation Commission

FROM: David E. Fey, AICP, Executive Officer 

SUBJECT: Consider Approval - Consulting Services Contract with CoreHR Team for HR and related legal consulting services

RECOMMENDATION: Approve a consulting services agreement; authorize use of FY 2016-17 "contingency" funds

Summary

As an independent public agency, the Fresno LAFCo conducts its employment practices according to the "Employee Handbook for Employees of the Fresno Local Agency Formation Commission" (adopted 2012, revised 2015). The Employee Handbook sets forth the policies applicable to all full-time and part-time employees. It contains the personnel policies and procedures of the Commission and describes the benefits afforded LAFCo employees.

Proposal

The Handbook has not been subject of a thorough update since its approval in 2012. Staff recommends a consulting services agreement with CoreHR Team for HR and related legal consulting services will update the Employees Handbook and maintain the Commission's employment practices consistent with applicable state law. The scope of work and budget is attached as Exhibit "A."

The expense of the proposed contract is \$2,500 (described as Phase I in the attached proposal)

Staff recommends that the Commission authorize use of "Contingency" funds from the FY 2016-17 budget for the services.

EXHIBIT A



LAFCO Findings & Service Proposal for HR Services

Thank you for taking the time to meet with us and providing us with information on LAFCO and the organization's function and goals. Our purpose is to collaborate with our clients to provide timely HR and legal consulting services to ensure employment compliance and allow you to focus on your core mission. Together we will create a legacy of compliant HR policies and procedures.

As a local consulting company, CoreHR Team will be able to get you immediate answers to your HR questions and to provide you with on-site, in-person HR assistance.

LAFCO's HR Needs

HR Needs

Based on our discussion and the brief HR risk assessment, we understand that LAFCO has some basic HR needs.

These needs include:

- Access to real-time, reliable HR and legal compliance consulting
- Update and review of current handbook to ensure compliance
- Wage and hour audit and implementation of compliant practices and procedures

It is our goal to provide you with a cost effective and comprehensive HR solution that addresses both your immediate and on-going needs.

CoreHR Team's Two-Phase Approach

CoreHR Team uses a two-phase approach to handle our clients' HR needs.

Phase I: During this phase, CoreHR Team will collaborate with you and your team to develop and execute a plan to help LAFCO achieve compliance with California employment law. This phase will take approximately 2 months.

Phase II: Our goal in Phase II is to help LAFCO remain compliant with the ever-changing employment laws in California.

Phase I – Immediate HR Needs

Services include:

1. **Unlimited On-demand HR Support** - Direct telephone and email access to CoreHR Team. LAFCO will have access to CoreHR's HR and legal experts. We will work hard to continue to learn about LAFCO's unique needs and serve as a valuable reference and partner.

2. On-site, in-person review of current wage and hour practices followed by recommendations & implementation of necessary and recommended changes:

This will include, but is not limited to, a review of:

- a. Timekeeping practices
- b. Meal and rest periods
- c. Overtime compliance
- d. Payroll record compliance

3. Review and Maintain Updated/Compliant Employee Handbook: CoreHR's legal expert, Michelle Littlewood, will work with you to review and revise the organization's handbook. The final product will be a customized handbook reflecting LAFCO's mission, practices, and specific working environment.

The handbook will:

- a. Communicate LAFCO's policies and expectations in a manner and form easily understood by employees
- b. Include only those laws that apply to LAFCO (size and industry)
- c. Remove ambiguity
- d. Provide an easy reference guide when dealing with employee-related issues, thus creating consistency
- e. Answer common employee questions (e.g., schedules, vacation)
- f. Demonstrate to a judge or jury that LAFCO had a clear reporting procedure for employees who feel that they are the victims of harassment, discrimination, and bullying
- g. Empower LAFCO to take adverse action against employees when appropriate for violating policies and procedures clearly explained in the handbook
- h. Include policies and notifications required by law (e.g., paid sick leave, anti-harassment)
- i. Contain an acknowledgment form where employees sign that they have received the handbook

The handbook will not:

- a. Be unnecessarily lengthy, making it improbable that employees will read it
- b. Include unnecessary "legal" terms and detailed descriptions of applicable laws and statutes
- c. Contain contradicting policies, terms, and procedures
- d. Contain policies and/or information that do not apply to your organization

4. "Compliance Bundles" for basic HR functions – bundles will provide practical and compliant resources for handling common HR issues.

- Hiring:
 - Hiring checklist
 - Required state and federal "new hire" forms (pamphlets, wage theft notice, etc.)
 - I-9 procedures

- Separation:
 - Required state and federal separation forms (COBRA, pamphlets, etc.)
 - Final pay requirements
 - Exit interview form
- Interviewing Do's & Don'ts – A checklist of do's and don'ts of the risks involved with interviewing
- Legal Compliance Updates – You will receive email updates including information and guidance on new laws, emerging workforce trends and relevant court and agency decisions and publications (i.e., NLRB guidelines on handbooks, etc.). An employment lawyer provides the content for the legal updates and an HR professional provides the corresponding “what you need to do” guidance.

Cost: \$2,500 (payable in 2 installments). The initial fee can be divided into more than 2 payments if that will help with the financial obligation.

On-Going HR Compliance Phase

CoreHR Team believes in developing long-lasting partnerships with our clients. Our job during the on-going HR compliance phase of the relationship is to help our clients maintain compliance and best practices. This is accomplished through annual review of policies and procedures, employment law updates and seminars, and on-going dialogue with your company.

As a local HR company, we can easily come to your place of business to help with your on-going HR needs. Even if you don't have an immediate issue, we promise to meet with you in person, at your place of business at least once a quarter to make sure that your needs are being met.

Unlimited On-Demand HR Support & Mentoring

There are always new and unanticipated challenges as an employer. CoreHR Team's HR and legal experts are available to assist with these types of situations. We will continue to provide email and phone support to help answer your questions and reduce your risk.

Annual Handbook Review & Revision

To ensure continued compliance with the ever-changing state and federal laws, handbooks should be reviewed on an annual basis. CoreHR Team will schedule an annual review of LAFCO's handbook and make any necessary or desired revisions.

Legal Compliance Updates

CoreHR Team will make sure that you are aware of legal developments and changes. Not only will we inform you of the change, but we will make sure that you understand how the change will, or will not, affect your business. We will communicate with LAFCO by email, blog posts and telephone to help you stay current.

Quarterly Seminars

Each quarter CoreHR Team will host seminars on common workforce issues and changes in the law.

Cost: \$200/month for 12 months