



Good Neighbors

San Diego  
Housing Commission

- ◆ 1625 Newton Avenue
- ◆ San Diego, California 92113-1038
- ◆ 619.231.9400
- ◆ FAX: 619.544.9193
- ◆ www.sdhc.net

## REPORT

**DATE ISSUED:** November 3, 2005

**ITEM:** 106

**REPORT NO:** HCR05-101  
For the Agenda of November 18, 2005

**SUBJECT:** Amendment to SELECT Personnel Services Contract

### SUMMARY

**Issue 1:** Should the Housing Commission approve and recommend Housing Authority approval to amend the contract for temporary employment agency services with SELECT Personnel Services?

**Recommendation:** Authorize the President & Chief Executive Officer (CEO) to increase the maximum compensation available under the contract between the Housing Commission and SELECT Personnel Services by \$350,000 to continue providing temporary employees to the Housing Commission.

**Fiscal Impact:** None with this action.

**Previous Related Action:** On February 14, 2003 the Housing Commission authorized the CEO to enter into a contract with SELECT Personnel Services for a not-to-exceed amount of \$250,000 for an original sixteen (16) month period, with options to renew for two (2) additional one-year (12 month) periods on a not-to-exceed amount of \$250,000 per year. The FY06 budget was approved by the Housing Commission on May 20, 2005 and subsequently approved by the Housing Authority on June 14, 2005.

**Future Related Actions:** Housing Commission staff will be conducting a Request for Proposal process to select a temporary employment agency provider for services prior to July 1, 2006.

**Environmental:** This activity is not a project within the meaning of CEQA and is categorically exempted and/or excluded under the provisions of NEPA and these administrative issues were exempted and/or excluded in connection with the actions on the FY 06 budget. The City of San Diego as Responsible Agency has issued the Notice of Exemption under NEPA.



**Equal Opportunity Statement:** SELECT Personnel Services is an Equal Opportunity Employer that reaches out to all job seekers. SELECT's goal as an employer is to build successful partnerships in the community from which it recruits a diverse workforce for its temporary employment opportunities.

## **BACKGROUND**

The San Diego Housing Commission requires temporary employment agency services at all of its locations. The Housing Commission uses temporary employees to fill vacancies due to absences for vacation, illness, disability, leave of absences and to temporarily fill permanently budgeted positions until recruitments or budget processes are finalized.

A request-for-proposal solicitation process was issued on November 15, 2002 and seven responsive bids were received. All bidders were evaluated and scored on qualifications, scope of services and price. SELECT Personnel was the highest ranked of the bidders and awarded the contract.

## **DISCUSSION**

Due to significant proposed changes in program regulations and funding structures for core programs, the Housing Commission has relied on temporary employees to fill permanently budgeted positions during the past year. Until new program regulations are finalized, the Chief Operating Officer recommends continuing this strategy which enables the Housing Commission to serve its target clientele while minimizing the need for lay-off of permanent staff should program requirements be reduced. Although this was not the original intent when the SELECT contract was recommended, it is been an effective management tool. Currently, the Housing Commission is employing twelve individuals under this contract at a monthly cost of approximately \$46,000. The FY06 budget included an estimate for salary and benefits of \$16,684,714 for all approved budgeted positions. While it will be necessary to revise line items in the FY06 budget, this action will not increase the amount spent for staffing during the fiscal year.

## **ALTERNATIVE**

Direct the CEO to fill the budgeted positions with permanent staff. However, given that program changes are not finalized and future required staffing is not certain, the alternative is not recommended.

November 18, 2005  
Amendment to SELECT Personnel Contract  
HCR05-101  
Page 3 of 3

Respectfully submitted,

Approved by,

C.Terry Whitesides  
Director of Business Services

**Signature on File  
With Original Document**

Elizabeth C. Morris  
President  
Chief Executive Officer