

## **Board Action Request**

**SUBJECT:** Human Resource Strategies Engagement

**DATE:** 7/29/2020

**FROM:** Chief Horvath

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**Background:** Staff is requesting board approval for the purposes of entering into an annual engagement with Human Resource Strategies for ongoing human resource consulting services. The engagement letter outlines expectations for services, which would include:

- Phone consultations with management to address any HR issues as they arise.
- Review of HR related documents as needed (i.e. new or revised job descriptions, offer letter, disciplinary documentation, employment agreements, etc).
- Ongoing consultation with staff to ensure efficient, effective and legally compliant handling of the HR administrative functions.
- Notification of any HR related regulatory changes that would mandate change in policy or practices.
- Identification of specific training or HR-related topics for professional development purposes.

**Fiscal Impact:** Annual impact is \$6,000 and this is a budgeted item for FY 20/21

**Alternate Option:** Board recommendation

**Legal Review:** N/A

**Staff Recommendation:** Approve the engagement letter with Human Resource Strategies.

**Proposed Motion:** Move to authorize staff to enter into an engagement with Human Resource Strategies for human resource consulting for the monthly amount of \$500.

See Attachments

- HRS Engagement Letter