

Management Committee

Meeting date: October 16, 2013

For the Metropolitan Council meeting of October 23, 2013

Subject: Authorization to Increase the Contract Amount with Masterson Personnel

District(s), Member(s): All

Policy/Legal Reference: Council Policy 3-3 Expenditures – Procurement of Goods and Services over \$250,000

Staff Prepared/Presented: Todd Rowley, Asst. Director, Human Resources, 651-602-1448; and Marcy Syman, Director, Human Resources, 651-602-1417

Division/Department: Human Resources

Proposed Action

That the Metropolitan Council authorizes an increase in the contract amount with Masterson Personnel from \$450,000 to \$600,000.

Rationale

The additional funding will be required to continue to provide temporary staffing services to meet the business need of the Council. Currently, seventy-nine percent (79%) of the three (3) year contract has been spent. Significant changes have occurred since the inception of this contract in January 2012:

Human Resources, Finance, and Environmental services have seen an increase in peak workloads and used temporary services to supplement their existing staff to meet these business needs.

Other work units have used temporary administrative staff to work on various small projects and to bridge the gap between when a position becomes vacant and when the position is filled.

The proposed increase of \$150,000 is not the result of forecasting future temporary staffing needs based on historical trends. Human Resources, Finance, and Environmental Services have already added regular staff to their work units in 2013 to meet their increased business needs (some have budgeted additional regular staff for 2014). Therefore, it is not anticipated that the need for temporary services will remain the same going forward. This amount was arrived at by asking work units their anticipated need for temporary staffing services for the remainder of the contract (expires 12/31/2014). This amount accommodates both the known need and has additional reserves for those unknown temporary staffing needs.

Funding

Individual departments budget for their temporary staffing needs.

Known Support / Opposition

Departments rely on temporary staffing services from time to time to meet critical business needs, cover absences, and supplement the regular workforce for special projects.