



**Human Resources and  
Development  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One  
PETE VANDER POEL  
District Two  
AMY SHUKLIAN  
District Three  
EDDIE VALERO  
District Four  
DENNIS TOWNSEND  
District Five

**AGENDA DATE:** March 17, 2020

Public Hearing Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Published Notice Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Advertised Published Notice	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Meet & Confer Required	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Personnel Resolution attached	Yes <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes <input checked="" type="checkbox"/>	N/A <input type="checkbox"/>
CONTACT PERSON: Rhonda Sjostrom    PHONE: (559) 636-4900		

**SUBJECT:** Approve an amendment to Agreement No. 29253 with Relias LLC

**REQUEST(S):**

That the Board of Supervisors:

1. Approve an amendment to Agreement No. 29253 with Relias LLC to increase the agreement amount by \$36,477.28, for a total not to exceed \$591,477.28, effective from March 17, 2020 through June 30, 2022, for online learning services.
2. Authorize the Chair to sign the agreement..

**SUMMARY:**

On September 24, 2013, Tulare County Board of Supervisors approved an agreement with Relias LLC to provide online learning (e-learning) services for the Tulare County Health & Human Services Agency (HHSA), Mental Health branch. On December 2, 2014, the services were expanded with an amendment to allow all HHSA branches to have access to this online system. Additionally, a renewal was approved on June 25, 2019 to continue services for a three-year period and has benefited HHSA and its key partners.

Relias is one of the largest web-based training and management systems, providing online training and continuing education, licensing, and accreditation needs on the State and Federal level. Courses, also known as modules, support the learning of Tulare County Employees. Users have access to professional development courses which include topics such as customer service, learning paths, employee support, policies and procedures, competency tracker, and

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advanced community health fundamentals, leadership, management, and behavioral health screening tools. Additionally, the County can track employee training and report for various mandated State requirements, and offer training plans for mandatory and elective purposes to assist employees and its key partners.

The proposed amendment would increase the access to online learning services for 26 other County departments through the Human Resources and Development (HRD) Department, and continue the HHSA online e-learning service. Exhibit A of the proposed amendment identifies the additional scope of work expectations by HRD. HRD has been identified as the primary administrator for these added services and will be billed separately as indicated in Exhibit A. It is anticipated that once data transference has occurred and user testing completed, Relias services to departments would begin on May 1, 2020.

There are no deviations with this amendment, from the standard County boilerplate.

**FISCAL IMPACT/FINANCING:**

The maximum amount payable under this amendment for the term period of March 17, 2020 through June 30, 2022 is \$570,704.64 plus a \$20,772.64 contingency for additional services, approved by the Board on June 25, 2019, for a total of \$591,477.28. Specifically, the following amounts are due for each fiscal year:

<b>Fiscal Year</b>	<b>HHSA Cost</b>	<b>HRD Cost</b>	<b>Total Cost</b>
2019/2020	\$ 169,802.89	\$ 7,871.28	<b>\$ 177,674.17</b>
2020/2021	\$ 177,768.03	\$ 13,962.00	<b>\$ 191,730.03</b>
2021/2022	\$ 186,656.44	\$ 14,644.00	<b>\$ 201,300.44</b>
Contingency	\$ 20,722.64		<b>\$ 20,722.64</b>
<b>Total</b>	<b>\$ 554,950.00</b>	<b>\$ 36,477.28</b>	<b>\$ 591,427.28</b>

The HRD costs shown on chart will be spread across the County of Tulare budget units based on the number of licenses by department. Costs will be journal voucher (JV) transferred from the departments to HRD for their portion of requested licenses.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's five-year plan includes the Organizational Performance initiative to provide a qualified, productive, and competitively compensated County workforce. Under this agreement Relias LLC will provide online training to assist Tulare County employees and its key partners to meet critical aspects of continuous workforce growth and development. This agreement enables both parties to achieve local, regional, and State accreditation needs. Additionally, this agreement will enhance Tulare County employees' organizational performance and help key partners meet contractual needs in serving Tulare County residents.

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**ADMINISTRATIVE SIGN-OFF:**

A handwritten signature in cursive script, reading "Rhonda Sjostrom", is written over a horizontal line.

Rhonda Sjostrom  
Human Resources Director

cc: County Administrative Office

Attachment(s) Amendment

**BEFORE THE BOARD OF SUPERVISORS  
COUNTY OF TULARE, STATE OF CALIFORNIA**

IN THE MATTER OF APPROVE )  
AN AMENDMENT TO AGREEMENT NO. ) Resolution No. \_\_\_\_\_  
29253 WITH RELIAS LLC ) Agreement No. \_\_\_\_\_  
)

UPON MOTION OF SUPERVISOR \_\_\_\_\_, SECONDED BY  
SUPERVISOR \_\_\_\_\_, THE FOLLOWING WAS ADOPTED BY THE  
BOARD OF SUPERVISORS, AT AN OFFICIAL MEETING HELD March 17, 2020, BY  
THE FOLLOWING VOTE:

AYES:  
NOES:  
ABSTAIN:  
ABSENT:

ATTEST: JASON T. BRITT  
COUNTY ADMINISTRATIVE OFFICER/  
CLERK, BOARD OF SUPERVISORS

BY: \_\_\_\_\_  
Deputy Clerk

\* \* \* \* \*

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