



# Mendocino County

## Legislation Text

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**File #:** 20-0523, **Version:** 1

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**To:** Board of Supervisors

**From:** Human Resources

**Meeting Date:** July 21, 2020

**Department Contact:** William Schurtz

**Phone:** 234-6600

**Department Contact:** Cherie Johnson

**Phone:** 234-6600

**Item Type:** Consent Agenda

**Time Allocated for Item:** N/A

**Agenda Title:**

Approval of First Amendment to Standard Services Agreement No. PA 18-219 with Qcera, Inc., in the Amount of \$15,100 for a New Agreement Total of \$65,100 for Cloud Based Software Subscription Services for Employee Leave Management, Extending the Termination Date from October 2, 2020 to October 2, 2021

**Recommended Action/Motion:**

Approve first amendment to Standard Services Agreement No. PA 18-219 with Qcera, Inc., in the amount of \$15,100 for a new Agreement total of \$65,100 for cloud based software subscription services for employee leave management extending the termination date from October 2, 2020 to October 2, 2021 and authorize the Human Resources Director to approve future amendments that do not exceed 10% of the current annual cost; and authorize Chair to sign same.

**Previous Board/Board Committee Actions:**

N/A

**Summary of Request:**

In 2018 Human Resources began using Qcera Leave Source (Qcera) to manage employee leaves. Qcera allows staff to track short and long term leaves including State and Federal mandated leaves, as well as County specific leaves provided to its employees. Most recently Qcera has been used to track employee leave time under the Families First Coronavirus Response Act. The program is also used to notify employees of insurance related premiums due while the employee is on leave and to notify supervisors of an employee's anticipated return to work date.

The automated nature of the software has greatly reduced the time required to accept, review, approve (or deny) leave time requested by employees.

Qcera is in full compliance with all Federal and State leave laws and will automatically update as laws change.

Human Resources requests approval to purchase Qcera software subscription services for another contract year. There is no increase to the annual cost.

**Alternative Action/Motion:**

Return to Human Resources with further direction.

**Supervisory District:** All

**vote requirement:** Majority

**Supplemental Information Available Online At:** N/A

**Fiscal Details:**

**source of funding:** 1320 and 0714

**current f/y cost:** \$19,680

**annual recurring cost:** \$19,680

**budget clarification:** HR will pay \$14,940 and Workers' Compensation will pay \$4,740. The current Agreement has \$4,760 remaining. Adding \$15,100 will increase total contract to \$65,100,

**Agreement/Resolution/Ordinance Approved by County Counsel:** Yes

**budgeted in current f/y:** Yes

**if no, please describe:**

**revenue agreement:** No

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**CEO Liaison:** Janelle Rau, Deputy CEO

**CEO Review:** Yes

**CEO Comments:**

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Executed By: Atlas Pearson, Deputy Clerk I

Date: July 24, 2020

**Note to Department** Number of Original Agreements

Returned to Dept: 2 Original Agreement Delivered to Auditor?

Yes

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Final Status: **Approved**

Executed Item: **Agreement** Number: 20-112

