

RESOLUTION NO. _____

**AUTHORIZATION TO RENEW CONTRACTS WITH FLEXIBLE
STAFFING AND AHEAD HUMAN RESOURCES TO PROVIDE TEMPORARY
EMPLOYMENT SERVICES**

Item No. 5C

WHEREAS, the contracts with Flexible Staffing and Ahead Human Resources to provide temporary employment services to the Louisville Metro Housing Authority (LMHA) for the period of February 1, 2023 to February 1, 2024 both expire January 31, 2024; and

WHEREAS, the procurement provisions for the Flexible Staffing and Ahead Human Resources temporary service contracts provided for a one-year contracts with four subsequent annual one-year renewal options without additional procurement. Renewal of the 2024-2025 contracts will represent the first of the four one-year renewal options; and

WHEREAS, the combined cost of temporary employment services provided by Flexible Staffing and Ahead Human Resources during the period of February 1, 2023 through December 31, 2023 was \$464,902.83; and

WHEREAS, the utilization of temporary employment services increased significantly due to the increased maintenance worker needs at Sheppard Square, Dosker Manor and the increased Administrative needs within the Housing Choice Voucher (HCV) department during the 2023-2024 contract period, exceeding the combined contracts "not to exceed" amount of \$200,000.00; and

WHEREAS, staff requests that the 2023-2024 combined "not to exceed" amount of \$200,000.00 is increased to \$400,000.00 for the 2024-2025 contract year.

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WHEREAS; funding for these contracts will be factored into the FY 2024 and FY 2025 operating budgets.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Executive Director and Contracting Officer, is hereby authorized to enter into contracts with Flexible Staffing and Ahead Human Resources to provide temporary employment services to LMHA for the period of February 1, 2024 to February 1, 2025 in the combined “not to exceed” amount of \$400,000.00.

RESOLUTION BACKGROUND STATEMENT

AUTHORIZATION TO RENEW CONTRACTS WITH FLEXIBLE STAFFING AND AHEAD HUMAN RESOURCES TO PROVIDE TEMPORARY EMPLOYMENT SERVICES

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I. STATEMENT OF FACTS:

The Louisville Metro Housing Authority (LMHA) has an ongoing need to utilize temporary employees in various departments within the Agency. The LMHA entered into two contracts with Flexible Staffing and Ahead Human Resources to address this need. The current period, February 1, 2023 to February 1, 2024, will expire January 31, 2024.

The procurement provisions for the Flexible Staffing and Ahead Human Resources contracts provides for one-year contracts with four subsequent annual one-year renewal options without additional procurement. The renewal of the 2024-2025 contracts will represent the first of the four one-year renewal options.

LMHA's ongoing need to utilize temporary employees is due to numerous factors, such as full-time employee turnover due to promotions, lateral transfers, employment separations and long-term employee illnesses. Additionally, it is customary each year to utilize several temporary maintenance workers in Auto/Grounds during the grass cutting season. These temporaries are generally no longer needed by the end of October and no later than the first week of November.

During July 2023, the utilization of temporary maintenance workers increased significantly as a result of the various, unskilled, maintenance worker needs at Sheppard Square, such as janitorial type work on the grounds and in the many communal areas of this large property, as well as turning over vacant units at the property. The utilization of unskilled temporary maintenance workers for janitorial type work at Dosker Manor also increased. In both cases, utilization of the temporary maintenance workers to address the ongoing, continuous, janitorial type needs freed up LMHA full-time regular maintenance workers to address work orders and other maintenance needs at the sites.

Also, during the current contract periods, utilization of temporary workers in LMHA's Housing Choice Voucher (HCV) department increased. This increase was primary due to system and policy changes which created a backlog within the department. Temporary workers were utilized to assist with the backlog by contacting and notifying clients of the changes.

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I. STATEMENT OF FACTS (cont'd):

During the 2021-2022 contract period, LMHA's use of temporary staff decreased to \$116,507.00. Therefore, staff requested and received approval to reduce the "not to exceed" amount of \$227,000.00 to \$200,000.00 for the 2023 – 2024 contract year.

During the 2023-2024 contract year, LMHA's use of temporary staff increased significantly due to all of the normal factors previously noted, as well as the increased utilization of maintenance workers at LMHA's Sheppard Square and Dosker Manor sites; and the increased utilization of Administrative temporaries utilized in the HCV department. Therefore, staff is requesting approval to increase the combined "not to exceed" amount from \$200,000.00 to \$400,000.00 for the 2024-2025 contract period.

Staff anticipates that the utilization of temporary staff will decrease during the upcoming contract period. Specific Personnel staff has been designated to work closely with Finance staff to monitor these contracts on a monthly basis and to report the ongoing cumulative totals to the Director of Personnel.

II. ALTERNATIVES:

- A. Approve the contract renewals with Flexible Staffing and Ahead Human Resources to provide temporary employment services to the LMHA.
- B. Do not approve the contract renewals with Flexible Staffing and Ahead Human Resources to provide temporary employment services to the LMHA.

III. RECOMMENDATION:

Staff recommends Alternative "A."

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IV. JUSTIFICATION:

Various departments within LMHA have the need to utilize temporary workers. The contracts with the temporary employment agencies establishes contracted rates for the LMHA job classifications for which temporary employment services are most often utilized, thereby reducing the overall cost for the service.

V. BUDGET APPROVAL:

Funding for the temporary employment services contracts is provided from the FY 2024 and FY 2025 operating budget.

Jeffrey Ralph, Director of Finance

Date

VI. PROCUREMENT CERTIFICATION:

The procurement of these contracts is in compliance with the Louisville Metro Housing Authority's procurement policies and procedures.

Steve Webb, Purchasing Agent

Date

Submitted by: Joyce A. Babb
Director of Personnel
January 16, 2024