

CONTRACTED STAFFING POLICY

Establishes standards and procedures for the use, evaluation, and oversight of contracted staffing to support SVBGSA administrative activities, mandatory programs, and authorized operations.

Approved Date	Resolution	Review Cycle	Initial Date
05/08/25	2025-06	3 years	05/08/25

1. Scope

This policy applies to the Salinas Valley Basin Groundwater Sustainability Agency (SVBGSA) Board of Directors (Board), Executive Committee, Budget and Finance Committee, and contracted staffing partners delivering administrative, operational, and programmatic services to the SVBGSA.

2. Policy

The Board is committed to preserving the public trust and representing the best interests of its constituents. To that end, the Board has determined that contracting for staffing services is the most effective approach for assembling the skills and services necessary to meet SVBGSA's operational goals.

While third-party entities employ contracted staff, and the Board does not supervise these employees directly, the Board retains the right to review the performance of the contractors providing these services. Such reviews help ensure that SVBGSA resources are expended prudently.

3. Procedures and Overall Contracted Services Review

The SVBGSA Budget and Finance Committee shall consider and recommend budget allocations for contracted services each fiscal year.

The Budget and Finance Committee Chair may schedule contracted service reviews during budget development and will recommend service agreements that address overall service effectiveness and incorporate Board feedback.

Evaluations may include, but are not limited to:

- Quantity and quality of work performed by contracted staff.
- Effectiveness and efficiency of service delivery.
- Completion of contracted work and reasons for any cost overruns or delays.
- Alignment of contracted results with SVBGSA's goals.

Prior to annual budget development, the Budget and Finance Committee may direct staff to:

- Survey the Board on contractor effectiveness and capacity to address unmet needs.
- Require contractors to address any critical issues promptly.
- Incorporate survey results into contract revisions for future service periods.

The Budget and Finance Committee may review a contractor's proposed scope of services and budget and provide contracting recommendations to the Board alongside the draft SVBGSA budget.

4. Procedures and Key Personnel Review

As directed by the Board, the Executive Committee may request that contracted staffing partners participate in a collaborative review of assigned key personnel.

The methodology, content, and timing of key personnel evaluations may vary based on mutual agreement between SVBGSA and the contracted staffing partner.

Version History

V1: Date 05/08/25 Reso # 2025-06