

MOTION OF THE COUNCIL OF ALLEGHENY COUNTY

Approving the Allegheny League of Municipalities' contract with the Allegheny County Council, Human Resources/Personnel Management and Administration Project.

WHEREAS, Council requires consultant services in its review of its human resources/personnel management practices;

WHEREAS, the Allegheny League of Municipalities ("ALOM") is a nonprofit, membership-based association working to foster local government in Allegheny County and Southwestern Pennsylvania, of which Allegheny County is a member;

WHEREAS, ALOM has submitted a preliminary scope of work to be performed on behalf of Council, attached hereto as Exhibit "A";

WHEREAS, ALOM is providing the services under the scope of work for an hourly rate of ninety-nine dollars (\$99.00) per hour, which is only available to its members and considerably below that which could be charged by a for-profit consultant; and

WHEREAS, it is accordingly the desire of Council to approve ALOM's scope of work and procure their services.

The Council of the County of Allegheny therefore hereby moves as follows:

Council hereby approves entering into a contract with ALOM for services at an hourly rate of \$99 per hour, in an amount not to exceed \$5,000 and directs Council's Solicitor to prepare an agreement with ALOM consistent with the scope of work to be entered into between Council and ALOM.

PRIMARY SPONSOR: VICE PRESIDENT PALMIERE

CO-SPONSOR(S):

In Council September 12 2023.

Read and Approved.



**Patrick Catena
President of Council**

Attest:



**Jared Barker, Chief Clerk
Allegheny County Council**

To: Suzanne Filiaggi, Allegheny County Councilmember
Frederick Frank, Allegheny County Council Solicitor

From: Michael Foreman – Consultant, ALOM/Public Partners
Toby Cordek, - Consultant, ALOM/Public Partners
Jason Davidek, Executive Director – ALOM/Public Partners

Date: May 10, 2023

Subject: Allegheny County Council Human Resources/Personnel Management and Administration Project – Proposed, Preliminary Scope of Work

As a starting point for discussion of the proposed, preliminary scope of work of the Allegheny County Council, Human Resources/Personnel Management and Administration Project, the following initial list of deliverables may include but not be limited to the following.

- Narrative of the County Council administrative staff positions, structure and organization, and may include an interview of the chief of staff/county clerk and members of County Council.
- Narrative of County Council staff salaries and overall compensation package including paid time-off, healthcare and pension benefits, etc.
- Provide a survey of other public-sector organizations relative to comparable staff positions, compensation package, and employee selection process.
- Narrative of existing organizational documents provided to consultants upon request to include but not be limited to job descriptions; job performance evaluations; policies/procedures; personnel manual; and employee hiring/selection process. The effort may include staff initially providing consultants with their respective job duties/responsibilities with the potential for follow-up discussion to possibly conduct a job analysis. Updated and/or new documents may be developed as appropriate.
- Narrative of potential opportunities to develop new and/or updated personnel policies/procedures based on a consensus of all parties as to the nature/subject.

**EXHIBIT
A**

- Narrative whether County Council administrative staff are using human resource/personnel management and administration best practices.
- Narrative of proposed recommendations to County Council for their consideration, adoption and implementation.

The deliverables are subject to change based upon an ongoing review and discussion among and between members of County Council, specifically Councilmember Suzanne Filiaggi as contact person, Solicitor Frederick Frank, and ALOM/Public Partners consultants. Deliverables are hypothetical until such time as all three parties named above come to a consensus and mutual agreement.

ALOM/Public Partners will have sole discretion whether to embrace existing adopted Allegheny County policies/procedures administered under the executive branch of county government. Consideration will be given in the course of carrying out the proposed, preliminary scope of work whether they have application relative to County Council and the administrative staff. A determination will be made by ALOM/Public Partners whether any or all such policies/procedures may become part of the report recommendations.

The above recitation is proposed, preliminary and for informational and discussion purposes. It provides the opportunity to continue an ongoing dialogue among and between County Council, specifically Councilmember Suzanne Filiaggi as contact person, Solicitor Frederick Frank and ALOM/Public Partners consultants that may lead to a consensus on the final scope of work as a formal engagement.