



County of Monterey

Item No.21

Board Report

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Legistar File Number: A 25-391

September 30, 2025

Introduced: 9/16/2025

Current Status: Health Department -
Consent

Version: 1

Matter Type: BoS Agreement

- a. Ratify the execution by the Director of Health Services of a non-standard Agreement with Internet Collaborative Information Management Systems, "iCIMS" for the provision of automated online employment reference checks in the amount of \$52,186 for a term of September 18, 2025 through September 17, 2028;
- b. Approve the recommendation of the Director of Health Services to accept all non-standard provisions in Agreement; and
- c. Approve and authorize the Director of Health Services or designee to execute up to three future amendments to this Agreement where the amendments do not exceed 10% (\$5,219) of the original Agreement amount, do not significantly change the scope of work, and the total Agreement amount does not exceed the maximum of \$57,405.

RECOMMENDATION:

It is recommended that the County of Monterey Board of Supervisors:

- a. Ratify the execution by the Director of Health Services of a non-standard Agreement with Internet Collaborative Information Management Systems, "iCIMS" for the provision of automated online employment reference checks in the amount of \$52,186 for a term of September 18, 2025 through September 17, 2028;
- b. Approve the recommendation of the Director of Health Services to accept all non-standard provisions in Agreement; and
- c. Approve and authorize the Director of Health Services or designee to execute up to three future amendments to this Agreement where the amendments do not exceed 10% (\$5,219) of the original Agreement amount, do not significantly change the scope of work, and the total Agreement amount does not exceed the maximum of \$57,405.

SUMMARY/DISCUSSION:

The County of Monterey Health Department (MCHD) has been successfully using iCIMS (previously known as SkillSurvey Inc. (SkillSurvey)) since 2013. iCIMS provides an automated online hiring reference check tool that has assisted MCHD Human Resources professionals with the ability to work with job candidates for a timely completion of the reference check process and provide hiring managers with a comprehensive candidate report to evaluate the candidates being considered.

The Agreement contains non-standard provisions including payment provisions where each annual payment is due at the beginning of the annual term. Due to the successful use of the service since 2013, MCHD recommends the approval of these non-standard terms.

The online employment reference check services are essential to MCHD for ensuring quality and transparent hiring. iCIMS declined to amend, extend, or make exceptions to the recently acquired Skill Survey terms and conditions set to expire September 17, 2025, and advised that all services would be discontinued without a new iCIMS contract in place. Prolonged and intricate negotiations between both parties' legal teams over several months delayed the process, which ultimately required the contract to be executed prior to seeking Board approval in order to prevent disruption of services.

This work supports the County of Monterey Health Department 2025-2028 Strategic Plan Goal(s): While this work is not directly in support of a Health Department strategic goal, it is in support of one or more of the ten essential public health services, specifically: 8. Assure competent public and personal health care workforce.

OTHER AGENCY INVOLVEMENT:

The Office of County Counsel has reviewed and approved this Agreement as to legal form. The Office of the Auditor-Controller has reviewed the Agreement but does not agree to the non-standard payment provisions.

FINANCING:

There are sufficient appropriations in the Health Department's FY 2025-26 Adopted Budget for Administration (HEA014-8438). Appropriations for future years will be included in the respective FY's Requested Budget.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

Check the related Board of Supervisors Strategic Initiatives:

☐ Economic Development:

- Through collaboration, strengthen economic development to ensure a diversified and healthy economy.

☐ Administration:

- Promote an organization that practices efficient and effective resource management and is recognized for responsiveness, strong customer orientation, accountability, and transparency.

☒ Health & Human Services:

- Improve health and quality of life through County supported policies, programs, and services; promoting access to equitable opportunities for healthy choices and healthy environments in collaboration with communities.

☐ Infrastructure:

- Plan and develop a sustainable, physical infrastructure that improves the quality of life for County residents and supports economic development results.

☐ Public Safety:

Create a safe environment for people to achieve their potential, leading businesses and communities to thrive and grow by reducing violent crimes as well as crimes in general.

Prepared by: Cindy Girard-Berry, Departmental HR Manager, 755-4547

Approved by: Elsa Mendoza Jimenez, Director of Health Services, 755-4526

Attachments:

Board Report

Non-Standard Subscription Agreement and Order Form