


M E M O

Alameda Corridor Transportation Authority

To: Governing Board
Meeting Date: February 24, 2023
From: Michael C. Leue, Chief Executive Officer 
Subject: APPROVE Agreement for On-Call Human Resources Hotline Service through Jinji LLC

Recommendation:

Approve an agreement with Jinji LLC for an on-call human resources hotline service in an amount not to exceed \$36,000 for a three-year term and authorize the Chief Executive Officer or his designee to execute the agreement .

Discussion:

ACTA has had a policy to report harassment or other human resource issues to our in-house Administrative Manager or CEO. To avoid any concern that those parties might be biased in certain instances, ACTA investigated the availability of an outside provider of HR Hotline Reporting Services.

ACTA requested quotes from several providers of human resources consulting services and Jinji LLC (“Jinji”) offered the requested services at the best price. The proposed agreement with Jinji is provided in Transmittal 1. The services offer ACTA an employee hotline service for \$220/hour, on an as-needed basis.

Staff recommends that the Governing Board approve the agreement and authorize the CEO to execute the agreement. Upon Governing Board approval and execution of the agreement, ACTA will publish a memo and update the ACTA policy to advise ACTA staff about the availability of the HR Hotline and its purpose.

Budget Impact:

Funds for the agreement are included in the FY23 Program and Operating Budget. Funds for future fiscal years will be brought to the Governing Board for approval.

Co-General Counsel Review:

ACTA’s Co-General Counsel has reviewed and approved the proposed agreement as to form.

Transmittals:

Transmittal 1 – Agreement No. 904 with Jinji LLC