DEPARTMENT: Administration

BY: Rich Inman, CAO
PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

Approve entering into an agreement with Mr. Gordon Graham for Risk Management training to be paid from CSAC Excess Insurance Authority funds and budgeted in FY 05-06 budget.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Please see attached letter

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve training.

Financial Impact? (X) Yes ( ) No
Current FY Cost $0
Annual Recurring Cost: $0

Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded

Amount in Budget:
Additional Funding Needed: $________

Source:
Internal Transfer
Unanticipated Revenue 4/5's vote
Transfer Between Funds 4/5's vote
Contingency 4/5's vote
( ) General ( ) Other

List Attachments, number pages consecutively
Letter from CAO
Exhibit “A”-Information Packet
Exhibit “B”-email from GRC
Exhibit “C” email from CSAC EIA

CLERK’S USE ONLY:
Res. No.: Ord. No. ______
Vote – Ayes: 5 Noes: ______
Absent: ______
Approved ______
( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: 
Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: ________________________________
Deputy

COUNTY ADMINISTRATIVE OFFICER:
( ) Requested Action Recommended
( ) No Opinion
Comments:

CAO: ___________________________

Revised Dec. 2002
April 15, 2005

Honorable Board of Supervisors
Government Center
5100 Bullion Street
Mariposa, CA 95338

Re: Risk Management Training with Gordon Graham

Dear Honorable Board:

Risk Management is much more than simply processing workers compensation and liability claims, but extends to how an organization functions and interacts with its environment. This includes overall management principles, evaluating and analyzing risk, and having your employees and customers treated with respect. It also involves training of county personnel to understand their environments better and to be able to function effectively in their respective work surroundings. Management personnel must be motivated to support their staffs and the people they serve.

Sometime ago Supervisor Pickard spoke with me about a wonderful presentation he had heard at a RCRC meeting by a Mr. Gordon Graham. Mr. Graham is a renowned speaker on numerous issues and topics concerning risk management, as you can see in the attached information. A description of Mr. Graham’s background is included on page circle 4. Mr. Graham has worked with over 180 different organizations and agencies which are shown on circle pages 6 & 7.

On page circle 8 is a brief description of the areas Mr. Graham covers in his training presentations. In discussing this with Supervisor Pickard, we are recommending three sessions be presented which are “The Five Concurrent Themes for Success” (2 hours), “Why Things Go Right, Why Things Go Wrong” (4 hours) and “Customer Service-Creating WOW Service” (1 hour). In total these three sessions will last approximately 7 hours.

The next available date for Mr. Graham this year is November 21, 2005. The next available date after that would be in February of 2006. I have asked that the date of Monday, November 21, 2005, be held subject to your Board’s approval as shown on Exhibit “B” on page circle 12.
COST AND FINANCING

The cost for Mr. Graham to conduct these training sessions is described on page circle 11 which is $4,500 plus travel and lodging expenses. I requested of the CSAC Excess Insurance Authority (E.I.A.), of which we are a member, if they provided any grants or other funding for programs such as this. I received an e-mail from Mike Fleming, who is the Executive Director of the E.I.A., stating that funds are available in two separate accounts to pay for this kind of program. Mr. Fleming’s e-mail is enclosed as Exhibit “C” on page circle 13. In total there are $8,354.09 available, which would easily cover the cost of this training.

If the Board of Supervisors approves this request, the training would be budgeted in the FY 05-06 Budget with both an appropriation and revenue.

RECOMMENDATION

It is respectfully recommended that you authorize the County Administrative Officer/Personnel Director/Risk Manager to enter into an agreement with Mr. Gordon Graham to provide a training session for county personnel to be held on Monday, November 21, 2005, and to utilize funds identified by the CSAC Excess Insurance Authority, as available, to cover the cost of this training.

Respectfully submitted,

RICH INMAN
County Administrative Officer

RI:mj
Attachments
MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: RICH INMAN, County Administrative Officer
FROM: MARGIE WILLIAMS, Clerk of the Board

SUBJECT: AGREEMENT WITH GORDON GRAHAM FOR RISK MANAGEMENT TRAINING

RESOLUTION 05-159

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA

ADOPTED THIS Order on April 26, 2005

ACTION AND VOTE:

Rich Inman, County Administrative Officer;
Approve Entering into an Agreement with Mr. Gordon Graham for Risk Management Training to be Paid from CSAC Excess Insurance Authority Funds and Budgeted in Fiscal Year 2005-2006 Budget

BOARD ACTION: Discussion was held relative to the request and whether the recommended training date of November 21st would be a problem for County staff due to the Thanksgiving holiday. Supervisor Bibby asked whether a recording of the training sessions could be obtained for future use, and Rich advised that he would look into that. Supervisor Fritz suggested that the department heads be surveyed as to their availability for November 21st before the final commitment is made. Rich noted that consideration could be given to inviting the Schools and MPUD and others to the training sessions. (M)Fritz, (S)Bibby, Res. 05-159 was adopted approving the agreement, with direction given to the County Administrative Officer to survey the departments relative to scheduling the training sessions on November 21, 2005, and to check on obtaining a recording of the sessions/Ayes: Unanimous.

Cc: Ken Hawkins, Auditor
    File