RESOLUTION - ACTION REQUESTED 2017-54

MEETING: February 7, 2017

TO: The Board of Supervisors

FROM: Steve Johnson, Human Resources Director - Risk Manager

RE: Implement the Mariposa County Supervisory and Leadership Academy

RECOMMENDATION AND JUSTIFICATION:
Approve the implementation of the Mariposa County Supervisory and Leadership Academy for an 18-month period to commence in Spring 2017; and approve a Budget Action reducing General Fund Contingency and increasing appropriations in the Human Resources/Risk Management Department’s budget for the associated costs ($6,000).

The development of a Countywide Academy, which has received enthusiastic support from the Board of Supervisors from its inception, is designed to provide our Supervisors and Managers with the skills necessary to support their teams, while mitigating risk and liability associated with possible poor performance management and wrongful discipline practices.

The Academy’s development was greatly aided by a County Employee Development and Training Team (“Team”) that consists of a wide cross section of County Department Heads, Supervisors, Managers, line staff, two members of the Board of Supervisors and Human Resources Department staff. After five team meetings over an 18-month period, and a survey of Department Head training needs, it was determined by the Team that an Academy would provide a number of advantages to the County, including:

- Reducing the time and expense associated with traveling lengthy distances to obtain quality training by offering interactive training on-site or through taped recordings.
- Addressing the County’s specific curriculum and learning needs.
- Building a professional support network of those participating in the Academy with their peers in other departments.

To help ensure the success of the Academy, the Team advised the following program conditions:

- Offering the Academy for an 18-month pilot basis at which time staff would return to the Board to determine interest in continuing the Academy.
- Strongly recommending Academy participation (and not making participation mandatory) due to potential scheduling conflicts and resulting overtime obligations.
- Providing Academy participants a Certificate of Completion for finishing all training courses (which would demonstrate a base level of knowledge when employees seek internal promotional opportunities).
The training will consist of a curriculum that will aid participants in developing their supervisory and/or leadership skills by providing them with tools in fostering a cohesive and productive working environment. The proposed Academy curriculum is included in this recommended action.

The external trainers were carefully selected to ensure that participants receive quality training. An expert trainer from the law firm of Liebert Cassidy Whitmore will conduct the courses relative to public sector employment and performance management. Additionally, the dean of the CSAC Institute for Excellence in County Government, Bill Chiat, will guide participants in conflict resolution/team building as well as coaching and mentoring.

The following are key elements in Academy costs and offsets:

- The total cost of the Academy will be $10,000. This amount includes the cost for a Liebert Cassidy Whitmore trainer, fee and expenses for trainer Bill Chiat, as well as the cost for each viewing of the LCW recording.
- The cost for the 2016/2017 fiscal year is as follows: the General Fund impact is anticipated to be $2,400 with an offset of $3,600 from the Human Services Department, which is funded primarily through State and Federal funds ($6,000).
- Future funding sources will come from the continued support of the Human Services Department as well as a shift of the San Joaquin Valley Employment Relations Consortium annual membership fee (currently $3,300) to the County-wide Training line item.
- Departments funded by the General Fund would pay no cost for Academy participation should the Board of Supervisors approve staff's recommendation for an increase in appropriations in the County Human Resources' budget to support the Academy.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
The Board of Supervisors has been supportive of the County-wide Employee Development and Training Team.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
Do not approve the Supervisory and Leadership Training Academy as recommended.

ATTACHMENTS:
Supervisory and Leadership Academy Training Proposal (PDF)
BudgetAction (PDF)

CAO RECOMMENDATION
Requested Action Recommended

Dallin Kimble, Interim CAO 1/30/2017
RESULT: ADOPTED [UNANIMOUS]
MOVER: Merlin Jones, District II Supervisor
SECONDER: Kevin Cann, District IV Supervisor
AYES: Menetrey, Smallcombe, Jones, Long, Cann
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**TRANSFER BETWEEN FUNDS**

**TOTALS** $6,000 $6,000

ACTION REQUESTED: (Check all that apply)

- [X] Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or appropriating Reserve for Contingencies;

- [ ] Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget another, or between categories within a budget unit;

JUSTIFICATION: Funding support for the Supervisor and Leadership Training Academy.

**DEPT HEAD SIGNATURE**

**DATE:** 01/29/17

**DEPT HEAD SIGNATURE**

**DATE:** 11/29/17

**APPROVED BY RES NO.** 17-54

**CLERK**

**DATE:** 2-7-17

**PERSONNEL**

**AUDITOR'S USE ONLY**

**BA #**

Budget Revision Form Revised 11/95