



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 1/26/2021

Agenda Placement: 7L

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Christine Briceno - Interim Director
Human Resources

REPORT BY: Kevin Lemieux, Senior Human Resources Analyst - 253-4000

SUBJECT: Adoption of a Resolution Amending the County Policy Manual Part I: Section 37

RECOMMENDATION

Interim Director of Human Resources requests adoption of a resolution amending Napa County Policy Manual Part I: Section 37, retroactive to October 1, 2020 implementing prior agreements as a result of the 2019 negotiations which included an Education Incentive Program for Deputy Sheriff's Association (DSA) bargaining unit members.

EXECUTIVE SUMMARY

County policies are periodically updated to reflect changes resulting from contract negotiations between Napa County and its bargaining units. If approved, this request will update Napa County Policy Manual Part I: Section 37, to include the negotiated Education Incentive Program for DSA bargaining unit members, consistent with the current DSA Memorandum of Understanding (MOU) approved in 2019.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Funds to support the Deputy Sheriff Association's (DSA) Education Incentive Program were included in the Fiscal Year 2020-2021 Approved Budget.
Is it Mandatory or Discretionary?	Mandatory
Is the general fund affected?	Yes

Future fiscal impact:	The DSA's Education Incentive Program will have a limit of \$30,000 per fiscal year (max of \$1,500 per employee), consistent with the agreement in the Memorandum of Understanding (MOU).
Consequences if not approved:	If this language is not added to a Napa County Policy, the County will not be consistent with the agreed upon parameters of the DSA's Education Incentive Program, outlined in the governing MOU.
County Strategic Plan pillar addressed:	Effective and Open Government Collaborative and Engaged Community Healthy, Safe, and Welcoming Place to Live, Work, and Visit
Additional Information:	

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

Following contract negotiations, a new Memorandum of Understanding (MOU) went into effect between Napa County and the Deputy Sheriff's Association (DSA), with a contract period of October 8, 2019 through September 30, 2022. The new MOU includes the benefit of a new DSA Education Incentive Program, to be established within one year of the new agreement's start date. This request for approval is coming late due to pandemic, fires and personnel changes

This action adds the DSA's Education Incentive Program to Napa County Policy Manual Part I: Section 37 in a manner consistent with the agreed upon MOU, which includes reimbursing eligible DSA employees up to \$1,500 per fiscal year for education and training (annual program budget for reimbursement is \$30,000). All reimbursements will be reviewed, and must meet County education and training reimbursement requirements listed in Napa County Policy Manual, Part I: Section 37.

Therefore, the Interim Director of Human Resources recommends amending Napa County Policy Manual Part I: Section 37, retroactive to October 1, 2020 as shown in Exhibit "A."

SUPPORTING DOCUMENTS

- A . Resolution
- B . Exhibit A - Policy Manual Section 37 (with tracked changes)
- C . Exhibit A - Policy Manual Section 37 (final version)

CEO Recommendation: Approve

Reviewed By: Helene Franchi