



Agenda Date: 10/18/2005
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Pamela Hansen for Mark Gregersen - Acting Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment 3 to Agreement No. 4735 with The Halle Group

RECOMMENDATION

Acting Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 4735 with The Halle Group increasing the amount of compensation from \$500 to \$700 per session for on-going training workshops for County employees, effective August 22, 2005.

EXECUTIVE SUMMARY

Amendment 3 to Agreement No. 4735 with The Halle Group increases the per session fee by \$200. The maximum amount of the contract remains at \$20,000 for fiscal year 2005-2006.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Training
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	As a result of AB 1825, the County must provide training to all management and supervisory employees before the end of calendar year 2005. On-going training will then be required every two years and within six (6) months of hire or promotion to a management or supervisory position.
Is the general fund affected?	Yes
Future fiscal impact:	Funding is provided in the Human Resources Budget. This training will be on-going in future fiscal years and will be budgeted accordingly.

Consequences if not approved: Human Resources staff would be required to become certified to provide the mandatory training on preventing harassment in the workplace.

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

The Halle Group has been providing training to County employees on a variety of subjects since 2002. The original contract as approved on April 23, 2002, provided compensation at the rate of \$500 per session. The Halle Group has continued to provide training and develop new programs for County employees with no increase in compensation since 2002. The Halle Group has requested an increase in compensation from \$500 per session to \$700 per session effective for fiscal year 2005/2006. We believe this per session fee is reasonable for the type of training programs being offered.

As a result of AB 1825, it became necessary for Carrie Hays, owner of the Halle Group, to attend training through Liebert Cassidy Whitmore to become certified to present training on preventing harassment in the workplace. In addition, Carrie Hays was responsible for developing the curriculum for this training and did so at no charge to the County. In order to be in compliance with AB 1825, the County has scheduled numerous sessions on the Managers' Role in Preventing Workplace Harassment, Discrimination, and Retaliation and all management and supervisory employees are required to participate prior to December 31, 2005. In addition, all employees hired or promoted into a management or supervisory position will be required to attend this training within six (6) months of hire. In addition to the preventing harassment in the workplace training, the Halle Group will continue to provide training on a variety of subjects to County employees.

Human Resources allocates \$20,000 per fiscal year to the Halle Group for training. We should have appeared before your prior to the commencement of the training requesting this increase in per session compensation, however, we were under the impression that as long as we stayed within the \$20,000 allocation during the fiscal year Board approval was not necessary. This error was brought to our attention due to an audit of contracts being performed in the Auditor-Controller's Office.

Acting Human Resources Director therefore requests the Board approve an increase in compensation from \$500 per training session to \$700 per session effective with the first training session of August 22, 2005.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey