



Agenda Date: 11/15/2005  
Agenda Placement: 6EE

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**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. 4748 with The Business Resource & Training Company

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### **RECOMMENDATION**

Acting Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 3 to Agreement No. 4748 with The Business Resource & Training Company increasing the amount of compensation from \$750 to \$950 per session for on-going training workshops for County employees, effective September 8, 2005.

### **EXECUTIVE SUMMARY**

Amendment 3 to Agreement No. 4748 with The Business Resource & Training Company 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: The County has been contracting with the Business Resource & Training Company since 1987 to provide a variety of workshops to employees. Patti Peters, owner of the Business Resource & Training Company has been instrumental in the success of the Supervisory Academy. The first three sessions of the Supervisory Academy are presented by Patti Peters. The existing fee structure has been in place since 2002.

Is the general fund affected? Yes

Future fiscal impact: Funding is provided in the Human Resources Budget. This training will be ongoing in future fiscal years and will be budgeted accordingly.

Consequences if not approved: Human Resources would need to use current staff to provide the training or to discontinue a number of the workshops presented by the Business Resource & Training Company.

Additional Information: None.

### **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 Business Resource & Training Company has been providing training to County employees on a variety of subjects since 1987. The previous contract approved on November 5, 2002, provided compensation at the rate of \$750 per session. The Business Resource & Training Company has continued to provide valuable training and develop new programs for County employees with no increase in compensation since 2002. The Business Resource & Training Company has requested an increase in compensation from \$750 per session to \$950 per session effective for fiscal year 2005/2006. We believe this per session fee is reasonable for the type of training programs being offered.

Patti Peters, owner of the Business Resource & Training Company has been an integral part of the Supervisory Academy which was implemented in 2004. In addition to being a presenter, Patti participates in planning meetings with Human Resources staff, offers on-going assistance to other presenters, and meets with workshop participants.

Human Resources allocates \$20,000 per fiscal year to the Business Resource & Training Company for training. We should have appeared before you 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 \$750 per training session to \$950 per session effective with the first training session of September 8, 2005.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey