



Agenda Date: 12/13/2005  
Agenda Placement: 3B

## 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:** Presentation of Certificates to Supervisory Academy Participants

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### **RECOMMENDATION**

Presentation by Diane Dillon, Chair of the Board of Supervisors, of Certificates of Completion to participants of the Napa County Supervisory Academy.

### **EXECUTIVE SUMMARY**

The County implemented the first ever Supervisory Academy in Fall 2004. The employees before you today represent the third group of graduates of the Academy.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **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 concept of a Supervisory Academy was presented to all department heads in late 2003. The Human Resources Director put together a task force which included department heads and management employees to discuss topics they would like to see as part of the curriculum. This task force met for a number of months refining

a program offering that would be beneficial to all participants. Once the curriculum was established we initiated the participation of current department heads and other management employees to act as presenters in their area of expertise. The first group of Supervisory Academy Graduates were presented certificates of completion at the January 25, 2005 Board Meeting.

Participants in the Academy are chosen by their department head. The third group of eleven (11) participants attended sessions which ran from September 8, 2005 through November 17, 2005.

The presentation taking place today is to acknowledge the commitment of these eleven (11) employees.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey