



Agenda Date: 12/13/2005
Agenda Placement: 6S

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: Approval of Agreement with NewLevel Group, LLC

RECOMMENDATION

Acting Human Resources Director requests approval of and authorization for the Chair to sign an agreement with The NewLevel Group for a maximum of \$20,000 for the term October 1, 2005 through June 30, 2006 to provide training workshops for County employees.

EXECUTIVE SUMMARY

The County previously contracted with Carrie Hays of the Halle Group to provide training for County employees. Ms. Hays is no longer operating as the Halle Group and has elected to partner with the NewLevel Group, LLC to provide training services. There will be no change in the previously contracted per session rate of \$700, nor the maximum amount of \$20,000 per fiscal year.

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 ongoing 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 County has been contracting with Carrie Hays of the Halle Group since 2002. Ms. Hays is no longer operating as the Halle Group and has elected to partner with the NewLevel Group, LLC to provide training services. There will be no change in the previously contracted per session rate of \$700, and the maximum contract amount per fiscal year will remain at \$20,000.

Carrie Hays, through NewLevel Group, LLC will continue to provide training to County employees on a variety of subjects. In addition, she will continue to facilitate the mandated training on preventing harassment in the workplace for all management and supervisory employees. As a result of AB 1825, it became necessary for Carrie Hays to attend training through Liebert Cassidy Whitmore to become certified to facilitate training on preventing harassment in the workplace. 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.

Acting Human Resources Director therefore requests the Board approve an Agreement with Carrie Hays, NewLevel Group, effective October 1, 2005.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Andrew Carey