



Agenda Date: 5/22/2007  
Agenda Placement: 6L

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Mark Gregersen - Director  
Human Resources  
**REPORT BY:** Olivia Soria, Staff Services Analyst II , 253-4945  
**SUBJECT:** Professional Services Agreement with Renne Sloan Holtzman Sakai LLP for Investigation Training

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### **RECOMMENDATION**

Human Resources Director requests approval of and authorization for the Chair to sign an agreement with Renne Sloan Holtzman Sakai LLP for a maximum of \$5,000 for the term May 22, 2007, through June 30, 2008, to develop and provide a training program for Napa County Human Resources staff and other department managers on conducting internal workplace investigations.

### **EXECUTIVE SUMMARY**

There is a need to train Napa County Human Resources staff and other department managers on conducting internal workplace investigations. Many of those investigations are performed by Human Resources staff members and are contracted out to outside investigators when Human Resources staff are not available. The proposed agreement establishes the terms and conditions of the training program to be provided by Renne Sloan Holtzman Sakai LLP. Training more Napa County staff to perform workplace investigations will decrease our reliance on outside investigators.

### **FISCAL IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources - Department 13000, Account 52171000.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	There is a need to train Napa County Human Resources staff and other department managers on conducting internal workplace investigations. In the

last six months, a number of complaints have been filed by Napa County employees, which have required extensive research in the form of investigations. Each of these complaints must be investigated in a timely manner. Human Resources staff conducts many of these investigations and many are contracted to outside investigators. In addition, many of the investigations can and should be conducted by the operating departments. Training personnel in the operating departments will enable them to perform this important function.

- Is the general fund affected? No
- Future fiscal impact: The agreement is for a one-time charge and will not be renewed after the completion of the training program.
- Consequences if not approved: Human Resources staff and department managers will continue to conduct internal investigations without knowing the fundamentals of the subject. In addition, due to the extensive work that internal investigations require, many investigations will be contracted out to outside investigators which can be more costly to the County of Napa in the long run.

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**

There is a need to train Napa County Human Resources staff and other department managers on conducting internal workplace investigations. In the last six months, a number of complaints have been filed by Napa County employees, which have required extensive research in the form of investigations. These complaints range from allegations of misconduct on the part of employees to allegations of harassment and discrimination. Each of these complaints must be investigated in a timely manner. Human Resources staff conducts many of these investigations and many are contracted to outside investigators. Human Resources has several new employees who need to be trained in conducting investigations so that they can assist with the required investigations. In addition, many of the investigations can and should be conducted by the operating departments. Training personnel in the operating departments will enable them to perform this important function.

Renne Sloan Holtzman Sakai LLP is a leader in the area of developing and conducting workplace investigation training for public sector managers. Under the proposed contract the firm shall develop and provide a seven (7) hour training program for Napa County Human Resources staff and department managers to be conducted on June 18th, 2007, on County premises. The training will cover the following topics:

1. Why effective investigation skills are important and required.
2. How to build skills necessary for conducting an effective internal investigation:
  - a. Asking questions
  - b. Sorting relevant from irrelevant evidence
  - c. Making credibility resolutions
  - d. Reaching a conclusion

- e. Implementing the results
- 3. Identifying the role of the investigator in the investigation process.
- 4. How to provide documentation that supports the results of the investigation.
- 5. Providing information on handling a charge from an outside agency.
- 6. Understanding standards of proof.

The term of this Agreement shall expire on June 30th, 2008, after the completion of the one-day training program scheduled for June 18th, 2007. The specialized nature of the services provided by Renne Sloan Holtzman Sakai LLP and their proven training methods and program and their knowledge of Napa County justifies this sole source contract recommendation. The County of Napa staff currently consults with Renne Sloan Holtzman Sakai LLP and found the law firm and its staff to be extremely competent and professional.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton