



Agenda Date: 7/12/2005  
Agenda Placement: 3A

## NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

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**TO:** Board of Supervisors  
**FROM:** Pamela Hansen for Dennis Morris - 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 Human Resources Director 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 second group of graduates of the Academy.

### **FISCAL IMPACT**

Is there a Fiscal Impact?                      No

### **ENVIRONMENTAL IMPACT**

**ENVIRONMENTAL DETERMINATION:** General Rule. It can be seen with certainty that there is no possibility the proposed action may have a significant effect on the environment and therefore CEQA is not applicable. [See Guidelines For the Implementation of the California Environmental Quality Act, 14 CCR 15061(b)(3)].

### **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 second group of sixteen (16) participants attended sessions which ran from March 17, 2005 through May 26, 2005.

The presentation taking place today is to acknowledge the commitment of these sixteen (16) employees.

### **SUPPORTING DOCUMENTS**

None

CEO Recommendation: Approve

Reviewed By: Andrew Carey