



Agenda Date: 7/31/2007
Agenda Placement: 6F

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Olivia Soria, Staff Services Analyst II , 253-4945
SUBJECT: Amendment 1 to Agreement 6571 with NewLevel Group, LLC

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign Amendment No. 1 to Agreement No. 6571 with NewLevel Group, LLC, increasing the amount by \$5,000 for a maximum of \$25,000 per fiscal year for mandatory harassment training facilitation.

EXECUTIVE SUMMARY

The proposed Amendment No. 1 to Agreement No. 6571 with NewLevel Group, LLC, increases the maximum amount from \$20,000 to \$25,000 (an increase of \$5,000). The per session fee of the contract remains at \$700 for Fiscal Year 2007-2008. The increase in the maximum amount is due to the increase in number of training sessions that will take place during Fiscal Year 2007-2008, specifically the harassment prevention training for all Napa County management and supervisory employees.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Human Resources OE: Training 1000 52171000 13000
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The County has been contracting with NewLevel Group, LLC, since 2005 to provide a variety of workshops to employees. NewLevel Group provides

harassment prevention training to County employees, specifically to all management and supervisory employees as required by AB 1825.

Is the general fund affected?	Yes
Future fiscal impact:	Funding is provided in the Human Resources budget. This training will be on-going 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. Human Resources would need to use current staff to provide the training or to discontinue a number of the workshops presented by NewLevel Group, LLC.
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

As mandated by AB 1825, all Napa County management and supervisory employees will be required to take harassment prevention training during Fiscal Year 2007-2008. Carrie Hays, through NewLevel Group, LLC, provided such training in 2005 when AB 1825 was first implemented. Carrie Hays is certified by Liebert Cassidy Whitmore to facilitate harassment prevention training. The increase in the maximum amount from \$20,000 to \$25,000 per fiscal year is due to the increase in number of training sessions that will take place during Fiscal Year 2007-2008, specifically the harassment prevention training for all Napa County management and supervisory employees. If the proposed amendment is not approved, Human Resources staff would be required to become certified to provide the mandatory training on preventing harassment in the workplace. Alternatively, other valuable workshops presented by the contractor would be discontinued in order to fund the mandatory training. Therefore, Human Resources Director requests that the Board approve the proposed amendment in order obtain harassment prevention training for Napa County management and supervisory employees.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Karen Gratton