



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

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: Professional Services Agreement with Liebert Cassidy Whitmore

RECOMMENDATION

Human Resources Director requests approval of and authorization for the Chair to sign an agreement with Liebert Cassidy Whitmore for a maximum of \$3,820 for the term July 31, 2007 through June 30, 2008 to provide training workshops and consulting services covering employment relations subjects.

EXECUTIVE SUMMARY

Liebert Cassidy Whitmore provides expert training and consulting services to assist County of Napa managers and supervisors with employment relations and negotiations. The proposed agreement establishes the terms and conditions of the services provided by Liebert Cassidy Whitmore.

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 of Napa has obtained the services of Liebert Cassidy Whitmore in the last several years to provide expert training and consulting services on employment and labor relations to managers and supervisors. Liebert Cassidy Whitmore is a highly qualified employment law firm and is a source of the most current court, administrative and legislative developments in personnel administration and employment relations.

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 would be required to prepare for and conduct the training. This would be delayed by the other projects and tasks that take precedence since the Human Resources staff is currently operating at full capacity.

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

Under the proposed agreement, Liebert Cassidy Whitmore would provide the County of Napa four days of group training workshops covering the following employment relations subjects: 1) management rights and obligations; 2) negotiation strategies; 3) employment discrimination and affirmative action; 4) employment relations from the perspective of elected officials; 5) performance evaluation (administering evaluations); 6) grievance and discipline administration for supervisors and managers; 7) planning for and responding to concerted job actions; and 8) current court, administrative and legislative developments in personnel administration and employment relations. In addition, Liebert Cassidy Whitmore would make an attorney available to the County of Napa for telephone consultations. Liebert Cassidy Whitmore would also provide a monthly newsletter to the County of Napa covering employment relations developments.

The term of this Agreement automatically renews for an additional year at the end of each fiscal year, unless either party gives the other party written notice of intention not to renew. The specialized nature of the services provided by Liebert Cassidy Whitmore justifies the sole sourcing for this contract. The County of Napa staff has worked with Liebert Cassidy Whitmore in the past and found the law firm to be extremely competent and reliable.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve
Reviewed By: Karen Gratton