



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 8/11/2020

Agenda Placement: 6I

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors

FROM: Minh Tran - County Executive Officer
Training & Organizational Dev

REPORT BY: Marissa Murphy-Becerra, Training and Organizational Development Officer - 707-253-4477

SUBJECT: Amendment No. 1 to Agreement 190199B with Resource Development Associates and
Amendment No. 1 to Agreement 190197B with CPS HR

RECOMMENDATION

County Executive Officer requests approval and authorization from the Chair to sign the following agreements for the term August 11, 2020 through June 30, 2021 amending the scope of work to include Virtual Instructor Led-Training (V-ILT):

1. Amendment No. 1 Agreement No. 190199B with Resource Development Associates, with no increase to the maximum allowable amount; and
2. Amendment No. 1 Agreement No. 190197B with CPS HR increasing the maximum amount by \$14,000 for a new maximum of \$30,000.

EXECUTIVE SUMMARY

The amended agreements with Resource Development Associates and CPS HR will enable the County to continue to investment in the development of its employees despite current Public Health protections by providing Virtual Instructor Led Training (V-ILT), as well as permit additional courses to be provided by CPS HR in the absence of another vendor.

FISCAL & STRATEGIC PLAN IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? Yes

Where is it budgeted?	Training and Organizational Development Budget
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Amending the agreements with Resource Development Associates and CPS HR will ensure that staff continue to receive training and development from top rated training providers on courses and solutions that allow County staff to effectively use the tools and resources afforded to them, continue to develop their skills, maximize organizational bench strength, and increase the number of employees who are able to gain valuable information and increase their competitive edge.
Is the general fund affected?	Yes
Future fiscal impact:	The services of the firms will be used on an as-needed basis and will be budgeted accordingly. Programs will only be offered if budget resources are available and there is no guarantee programs will be offered.
Consequences if not approved:	Without adjusting to allow for virtual led training during COVID-19 the County will not be able to provide opportunities to build individual and organizational capacity.
County Strategic Plan pillar addressed:	Effective and Open Government The ability to provide Sharepoint Training to staff aligns with the Napa County Strategic Plan, Goal 15 Strengthen effective, efficient and fiscally responsible County operations, and Strategic Actions: D) Enhance communication technologies by reducing redundancy, enhancing the user experience, achieving cost savings, and increasing effectiveness E) Invest in our workforce by improving strategies for recruitment and retention and creating a workplace culture where individuals and operations can thrive. F) Plan for infrastructure maintenance (facility, equipment, and technology) growth, and modernization to support County services.
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

In 2018, the County issued a Request for Proposal (RFP) for training services. The goal of the RFP was to secure vendors that could provide training and development programs to build individual and organizational capacity in greater frequency, outside of the cohort model. The democratized approach to training provides staff autonomy and ability to choose when, where, and what skills need to be developed most, and at a time that works best for the individual and the organization. With the new model, the County offer training year-round, on multiple topics, by multiple vendors.

Training topics include but are not limited to:

- | Microsoft Office Suite applications,
- | Leadership Development,
- | Data Analysis,
- | Performance Management and Goal Setting,
- | Customer Service,
- | Telling Our Story, and
- | Project Management.

Given the current Public Health protections enforcing physical distancing and limiting social gatherings, it is necessary to provide training and development activities virtually. This amendment modifies the pricing structure to allow for Virtual Instructor Led Training (V-ILT) with both vendors, as well as increases the maximum allowable amount by \$14,000 to a total of \$30,000 for CPS HR. There is no change to the maximum allowable amount for Resource Development Associates.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Helene Franchi