



A Tradition of Stewardship
A Commitment to Service

Agenda Date: 9/25/2018

Agenda Placement: 6A

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mary Butler - Chief Probation Officer
Probation
REPORT BY: Ferlyn Buenafe, Staff Services Manager - 707.253.4126
SUBJECT: Probation Office Closure

RECOMMENDATION

Chief Probation Officer requests authorization to close the Probation Department offices located on Walnut Street (Juvenile Division) and 3rd Street (Adult Division) on Monday, October 8, 2018, Columbus Day and a court holiday, between the hours of 8 am and 1 pm, in order to provide a half-day training to staff.

EXECUTIVE SUMMARY

The Chief Probation Officer requests approval for the Probation Department to close its offices on October 8, 2018, which is an observed Napa County Superior Court holiday, from 8:00 am to 1:00 pm to provide Cultural Diversity Training.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	Probation
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The Courts are closed on October 8th for Columbus Day allowing staff to come together to receive training on Cultural Diversity.
Is the general fund affected?	Yes

Future fiscal impact: Appropriations will be budgeted accordingly in future fiscal years.

Consequences if not approved: The closure of the office allows Probation staff to be all in one room to receive training.

Benefits of training staff all together include: team building to promote productivity and motivation, sharing of ideas, identifying strengths and weaknesses, empowering individuals to contribute to common goals, and improving abilities to solve problems related to various aspects of the work environment.

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

Closure of the Probation Adult and Juvenile offices on October 8, 2018, Columbus Day and court holiday, will allow all staff to come together in one day to receive cultural diversity training without disruption. Benefits of an all-staff training include: team building; a sense of closeness amongst co-workers which can improve happiness and productivity in the workplace; acquiring of new skills in a group setting with the goal of contributing to productivity and increasing morale, and human relations and communication (sharing of ideas and experience).

Probation usually conducts an all-day training day on a Court holiday as to not impact work coming from the Superior Court. This year the training will only be a half-day.

Probation Officers will notify their clients of the anticipated closure date, and signs of an office closure will be posted in advance at the Juvenile and Adult office locations.

SUPPORTING DOCUMENTS

None

CEO Recommendation: Approve

Reviewed By: Leigh Sharp