



Monterey County

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

Legistar File Number: 19-0697

September 17, 2019

Introduced: 9/5/2019

Current Status: Criminal Justice - Consent

Version: 1

Matter Type: General Agenda Item

- a. Approve and authorize the Contracts Purchasing Officer to sign an Agreement with James Potterton, Ph.D., LLC for in-person workshops for Monterey County Public Defender employees in the amount of \$30,000, retroactive term of August 1, 2019 through June 30, 2020.
- b. Authorize the Contracts Purchasing Officer to execute up to three (3) amendments, subject to County Counsel review, extending the Agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$3,000 maximum total additional cost) and the amendments do not significantly alter the scope of work.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts Purchasing Officer to sign an Agreement with James Potterton, Ph.D., LLC for in-person workshops for Monterey County Public Defender employees in the amount of \$30,000, retroactive term of August 1, 2019 through June 30, 2020.
- b. Authorize the Contracts Purchasing Officer to execute up to three (3) amendments, subject to County Counsel review, extending the Agreement by one (1) year each, where total additional costs do not exceed 10% of the contract amount (\$3,000 maximum total additional cost) and the amendments do not significantly alter the scope of work.

SUMMARY:

The Public Defender has contracted with James Potterton Ph.D. since May of 2018. Doctor Potterton provides Public Defender staff with in-person trainings to educate employees on workplace topics including but not limited to, team building and morale enhancement as well as one on one mentoring. The Public Defender requests the approval of this agreement be retroactive to August 1, 2019 through June 30, 2020 to avoid a delay in the department's progress.

DISCUSSION:

The County launched the employee engagement survey in 2018 to aid as a tool in measuring employee morale, satisfaction, and engagement. The survey allowed the CAO office to assess how employees felt about their daily work, existing County programs and services, and opportunities for professional growth. The survey contained employee feedback in career development, work engagement, compensation, department's management, benefits and work environment.

For the past months, the Human Resources team has worked very closely with the department's management team to remove obstacles, change behaviors, develop strengths and encourage employee engagement in order to create a professional work environment that supports open communication, trust and a shared vision to service our clients.

The Public Defender Office would like to remain in agreement with Dr. Potterton for an additional year to ensure the growth and success of the department continues to enrich the improvement of its employees, management, and leadership.

Public Defender recommends approval of non-standard auto insurance and determines that the contractor's automobile coverage meets the county's requirements which are sufficient for the purposes of providing the services agreed upon as a sole proprietor.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed Agreement and Board Report as to legal form.

FINANCING:

The annual cost of this contract has been projected at \$30,000 to continue facilitating the mentoring and coaching of administrative employees and continue to offer staff trainings as directed by the Department Head or her designee.

Funds for this expense are included in the FY 2019-20 Budget for the Office of the Public Defender, Fund 001, Department 2270, Budget Unit 8169, Appropriation Unit PUB001.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

This contract meets the Board's strategic initiatives by improving health and quality of life through County supported policies, programs, and services. This contract also meets a Key Objective by improving health outcomes through health and wellness promotion.

Mark a check to the related Board of Supervisors Strategic Initiatives

- Economic Development
- Administration
- Health & Human Services
- Infrastructure
- Public Safety

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Approved by: Susan E. Chapman, Public Defender, x.580



Attachments:

Board Report

Agreement with James Potterton Ph.D., LLC.