



# Monterey County

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## Board Report

Legistar File Number: 15-1180

November 17, 2015

**Introduced:** 10/22/2015

**Version:** 1

**Current Status:** Consent Agenda

**Matter Type:** General Agenda Item

- a. Authorize the Interim Director of Human Resources to execute an Agreement ("Agreement") for Special Services with Liebert Cassidy Whitmore ("LCW"), for the provision of employment relations group training workshops, Attorney consultation services and monthly newsletter by LCW to County employees through membership in the "Monterey Bay Employment Relations Consortium," for an amount not to exceed \$3,520, with a retroactive effective date of January 1, 2015 through December 31, 2015; and
- b. Authorize the Interim/Director of Human Resources or designee to continue to participate in the Monterey Bay Employee Relations Consortium, where such membership does not exceed \$7,000 annually, subject to the County's normal contract and review process.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Authorize the Interim Director of Human Resources to execute an Agreement ("Agreement") for Special Services with Liebert Cassidy Whitmore ("LCW"), for the provision of employment relations group training workshops, Attorney consultation services and monthly newsletter by LCW to County employees through membership in the "Monterey Bay Employment Relations Consortium," for an amount not to exceed \$3,520, with a retroactive effective date of January 1, 2015 through December 31, 2015; and
- b. Authorize the Interim/Director of Human Resources or designee to continue to participate in the Monterey Bay Employee Relations Consortium, where such membership does not exceed \$7,000 annually, subject to the County's normal contract and review process.

### SUMMARY/DISCUSSION:

The law firm Liebert Cassidy Whitmore has established Employment Relations Consortiums (ERC) throughout the State of California comprised of local agencies (cities, counties and special districts), or school and community college districts. The purpose of the ERC is to secure quality employment relations training, consultation and informational services on a very economical basis. The County of Monterey has been a member of the Monterey Bay ERC for many years and as a result, receives five (5) days of group training (with approximately 30 other local agencies) workshops covering employment relations topics, telephone consultation with LCW Attorneys and the LCW monthly Client Update. Workshop topics for this year included "Supervisory Skills for First the First Line Supervisor/Manager," "Managing Performance through Evaluation," "The Art of Writing the Performance Evaluation," and "Prevention and Control of Absenteeism and Abuse of Leave," to name a few. The trainings are marketed through the Learning and Organizational Development Division of the Human Resources Department and are well received by attendees.

Due to administrative error the Agreement was not processed in a timely manner and as such

requires Board of Supervisors' approval for processing retroactive payment. It is not anticipated this issue will occur in the future. While the Agreement is not on the County's "Standard Agreement" template, it does conform to many legal services agreements, especially where the services are related to training. Accordingly, authorization is requested to continue annual membership in the ERC, to the extent the County's membership is considered cost-effective by the Human Resources Department.

It is anticipated that the Agreement for Special Services will be revised slightly for next year's membership by eliminating the "Additional Services" provision. Should the County desire actual legal services from Liebert Cassidy Whitmore, as opposed to the training services contemplated by ERC membership, the County will employ a separate Agreement for Legal Services through the County Counsel's Office.

OTHER AGENCY INVOLVEMENT:

County Counsel has reviewed and approved this Agreement as to legal form and the Auditor-Controller has reviewed and approved as to payment provisions.

FINANCING:

The costs associated with the LCW Agreement for Special Services Agreement is \$3,520 and sufficient appropriations are available in FY 2015-16 Human Resources Department Adopted Budget 1060- HRD001 to cover the expenditure. Future participation in the ERC will be based upon then current budget allocations and appropriations.

Prepared By: Kim Moore, Assistant Director of Human Resources, 755-5353

Approved By: Manny Gonzalez, Interim Director of Human Resources, 755-5396

Attachments: 2015 ERC Agreement

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Lew Bauman, CAO

Date