

**MARIPOSA COUNTY
BOARD OF SUPERVISORS**

**AGENDA
ACTION FORM**

DATE: April 27, 1999
AGENDA ITEM NO.: 13

DEPARTMENT: Administration & Personnel **BY:** Janet Hogan

PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No)

- A. Approve and authorize the Chairman to sign a contract for training services with Becker & Bell, Inc. for eight three-hour training sessions for approximately 300 employees on the subject of unlawful workplace harassment in the estimated amount of \$7,500; and
- B. Approve Budget Action moving \$2,500 from the Liability Set Aside to the Personnel Department budget (4/5ths vote required).

As part of the FY 1998-99 budget, the Board of Supervisors a \$5,000 appropriation for countywide training. The Personnel Department issued a Request for Proposals focusing on unlawful workplace harassment training and received several responses. Becker & Bell, Inc. of Placerville, California submitted the proposal that met the criteria for an effective and affordable session of a reasonable length. The firm has significant depth of experience in all aspects of personnel administration and employee training. The less costly proposals did not adequately address the desired topics, and two were more costly than Becker & Bell. The cost for 300 employees to each attend one three-hour session will not exceed \$7,500 including all related expenses. Training participants will receive a workbook for use during the training and that may be kept by the employee. The cost-per-employee is \$25.

Employers are responsible for insuring that their workplaces are free from harassment. Large judgements have been levied against companies and government agencies that fail in this responsibility. For this reason, the County Counsel and the County Administrative Officer recommend that the additional \$2,500 needed for this important training come from the Liability Set Aside.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

It has been some years since the County provided training to all employees.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

The training is not absolutely required; however, the County has some exposure should inappropriate behavior occur.

<p>COSTS: () Not Applicable</p> <p>A. Budgeted Current FY \$5,000</p> <p>B. Total Anticipated Costs \$7,500</p> <p>C. Required Additional Funding \$2,500</p> <p>D. Internal Transfers \$</p> <p>SOURCE: (<input checked="" type="checkbox"/>) 4/5ths Vote Required \$</p> <p>A. Unanticipated Revenues \$</p> <p>B. Reserve for Contingencies \$</p> <p>C. Source Description: Liability \$2,500</p> <p>Balance in Reserve for Contingencies ,if approved: _____</p>	<p>SPECIAL INSTRUCTIONS:</p> <p>List the attachments and number the pages consecutively:</p> <p>Agreement _____</p> <p>Budget Action form _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>CLERKS USE ONLY:</p> <p>Res. No. <u>99-134</u> Ord. No. _____</p> <p>Vote - Ayes: <u>5</u> Noes: _____</p> <p>Absent: _____ Abstained: _____</p> <p><i>MWJ</i> Approved () Denied</p> <p>() Minute Order Attached () No Action Necessary</p> <p>The foregoing instrument is a correct copy of the original on file in this office</p> <p>Date: _____</p> <p>ATTEST:</p> <p>_____ MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California</p> <p>BY: _____ Deputy</p>	<p>ADMINISTRATIVE OFFICER'S RECOMMENDATION:</p> <p>This item on agenda as:</p> <p><input checked="" type="checkbox"/> Recommended</p> <p>_____ Not Recommended</p> <p>_____ For Policy Determination</p> <p>_____ Submitted with Comment</p> <p>_____ Returned for Further Action</p> <p>Comment: _____</p> <p>_____</p> <p>CAO's Initials: <i>JH</i></p>

BUDGET ACTION FORM


FUND	DEPT/DIV	ACCOUNT	DESCRIPTION	INCREASE	DECREASE
0705	9696	396.96-96	Reduce Liability Designation	(\$2,500)	
0705	0149	505.07-87	Transfer Out	\$2,500	
0001	0115	309.16-00	Transfer In	(\$2,500)	
0001	0115	441.04-18	Professional Services	\$2,500	
0001	0104	414-1090	GENERAL CONTINGENCY		
TRANSFER BETWEEN FUNDS				DEBIT	CREDIT
0705	0149	505.07-87	Transfer Out	\$2,500	
0001	0115	309.16-00	Transfer In		\$2,500
TOTALS				\$2,500	\$2,500


ACTION REQUESTED: (Check all that apply)

Budget appropriation by Board of Supervisors (4/5ths Vote Required): Amending the total amount available in the county budget, or in any one fund of the budget, or transferring appropriation from Contingencies;

Transfer by Board of Supervisors (3/5ths Vote Required): Moving existing appropriations from one budget to another, or between categories within a budget unit;

JUSTIFICATION: Additional amount needed for Workplace Harassment Training

DEPT HEAD SIGNATURE  DATE 4/16/99

APPROVED BY RES NO. 99-134 CLERK  DATE 4-27-99

RISK MANAGEMENT PERSONNEL

AUDITOR'S USE ONLY
BA #