



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C-27

For the meeting of: July 11, 2017

Date: June 20, 2017
To: Board of Supervisors
From: Human Resources Department
Subject: Authorization for the 2nd Annual All Hands Training Day, October 9, 2017

RECOMMENDATIONS:

That the Board of Supervisors:

1. Approve the 2nd Annual All Hands Training Day for October 9, 2017 for mandatory and other trainings for all county employees.
2. Authorize departmental closures to the public so training may be attended by as many employees as is feasible.
3. Direct each department to assign a training coordinator to work with the Hum 21 Training Task Force to ensure broad participation and compliance by county personnel.

SOURCE OF FUNDING: 3542354-6442 (Liability insurance / Training Fund)

DISCUSSION: Training in general presents a prime opportunity to expand the knowledge base and skill set of all county employees. Mandatory trainings as outlined below provide employees with the same opportunity and also provides a level of education to protect the county from potential litigation, grievances and helps to reduce the counties insurance rates. As part of the County's loss prevention program through the California State Association of Counties – Excess Insurance Authority (CSAC-EIA) the County

Prepared by Amanda Phillips

CAO Approval [Signature]

REVIEW: Auditor [Signature] County Counsel [Signature] Personnel [Signature] Risk Manager [Signature] Other _____

TYPE OF ITEM:
 Consent
 Departmental
 Public Hearing
 Other _____

BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT
Upon motion of Supervisor Fennell Seconded by Supervisor Wilson
Ayes Fennell, Bass, Bohn, Wilson
Nays _____
Abstain _____
Absent Sundberg

PREVIOUS ACTION/REFERRAL:

Board Order No. _____

Meeting of: _____

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: July 11, 2017
By: [Signature]
Kathy Hayes, Clerk of the Board

provides a broad range of classes that include skill development and an understanding of mandated regulations that help employees provide the highest level of service in their current jobs.

The problem resides in the fact that although each year volumes of participants attend the classes offered through the annual training schedule, they are still unable to meet all of the mandatory training requirements. Departments and their employees find it difficult to attend trainings during normal business hours due to demanding work schedules and responsibilities, staffing/coverage issues and scheduling issues in general. There is also additional cost in staff time and for facilitators to hold training sessions locally multiple times a year.

The 1st All Hands Training Day was held on October 10, 2016. Training was attended by 832 staff who completed 1,467 trainings. For 2017 all county volunteer board members will be invited to join county employees in the 2nd Annual All Hands Training Day as they have the same requirements for training as county staff. Closing all county offices on Columbus Day, October 9, 2017, is a day that the public is used to having certain government organizations closed. For 2017 all US Post Offices are closed as well as the Humboldt County Superior Court. In addition, county offices have historically been closed on this day. Closing county offices to the public on Columbus Day will provide for training and development that benefits both the county, its employees, and its volunteer board members. By providing an All Hands Training Day most mandatory training will be satisfied for a majority of personnel which, by getting the training done en masse, will reduce the staff time needed for arranging training throughout the rest of the year.

Below are the mandatory training sessions being planned for the All Hands Training Day.

Mandatory Training:

- 1 ADA
 - Total Credit Hours 4
 - Frequency Annually for All County Employees

- 2 Defensive Driving
 - Total Credit Hours 3 ½
 - Frequency Every Two Years

- 3 Discrimination/Harassment (AB1825)
 - Total Credit Hours 2
 - Frequency Every Two Years for All County Employees

- 4 Ethics (AB1234)
 - Total Credit Hours 2
 - Frequency Every Two Years for All County Employees

- 5 Workplace Safety
 - Total Credit Hours 3
 - Frequency Annually for All County Employees

In addition to the mandatory training it is recommended that the following elective training sessions be offered. These training opportunities are geared toward the health and welfare for all employees.

Elective Training:

- 1 Active Shooter
 - 2 Hours

- 2 Disaster Preparedness
 - 2 Hours

The 2nd Annual All Hands Training Day supports your Board’s ‘Strategic Framework’ by adding an efficient way for employees to attend mandatory training, and for creating an opportunity for improved health and safety awareness

FINANCIAL IMPACT HR-Risk Management (3542354-6442) has sufficient funds budgeted for the cost of training facilitators and funds that will cover the cost of training venues, with a current balance of \$555,635 00

An In-Service Training Day supports your Board’s strategic framework of investing in county employees by adding an efficient way for employees to attend mandatory training, and for creating an opportunity for improved health and safety awareness

Estimated costs include rental of facilities for \$3,370 00 and facilitation for Americans with Disabilities Act, Defensive Driving, Ethics and Harassment training for \$15,325 00

OTHER AGENCY INVOLVEMENT

None

ALTERNATIVES TO STAFF RECOMMENDATIONS

Your Board could choose to not authorize the one day closure of county offices This is not recommended as it would not provide the opportunity needed for county employees to complete mandatory training

ATTACHMENTS

None