



COUNTY OF HUMBOLDT

AGENDA ITEM NO.
C28

For the meeting of: July 31, 2018

Date: July 25, 2018
To: Board of Supervisors
From: Lisa Dematteo, Human Resources Director *LD*
Subject: Authorization for All Hands Training Day to be Held Each Columbus Day

RECOMMENDATIONS:

That the Board of Supervisors:

1. Approve All Hands Training Day to take place each Columbus Day for mandatory and other trainings for all county employees; and
2. Authorize departmental closures to the public so employees may attend as many trainings as is feasible; and
3. Direct each department to assign a training coordinator each year to work with Hum21 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 county's 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 Sean Quincey

CAO Approval *[Signature]*

REVIEW:	Auditor <u>CD</u>	County Counsel _____	Personnel <u>LD</u>	Risk Manager <u>KKG</u>	Other _____
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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, Sundberg, Bass, Wilson
 Nays _____
 Abstain _____
 Absent Bohn

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: 7/31/18
 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 training classes throughout the year, 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 first two All Hands Training Day events saw nearly 2,000 employees attend, and nearly 3,000 training sessions completed. In 2017 staff invited members from volunteer boards to attend as they have some of the same training requirements as county employees. These have proved to be successful events and staff recommends that the county hold the training day each year on Columbus Day until further notice. The public is used to having certain government organizations closed on Columbus Day, such as the US Post Office and 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 continue to 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 trainings will be satisfied for a large portion 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 future All Hands Training Days. Mandatory trainings may change depending on local, state and federal requirements:

Mandatory Training:

1. Americans with Disability Act
 - 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 staff recommends offering elective training sessions each year. These training opportunities are geared toward the health and welfare of all employees, and may change by year.

Some trainings that have been offered in the past include active shooter and disaster preparedness. Future trainings may include these topics or others.

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.

Estimated costs for FY 2018-19 include rental of facilities for \$3,445 and facilitation for Americans with Disabilities Act, Defensive Driving, Ethics and Harassment training for \$14,725. In the future, staff will explore getting other departments to share in this annual cost.

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.

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