File #: 19-0667, **Version:** 1

To: **Board of Supervisors**

From: Human Resources

Meeting Date: July 23, 2019

Department Contact: Heidi Dunham   **Phone:**   234-6600

Item Type: Regular Agenda   **Time Allocated for Item**: 10 minutes

Agenda Title:
Discussion and Possible Action Including Presentation of the 2019 Spring Supervisor Skills Academy Graduates
(Sponsor: Human Resources)

Recommended Action/Motion:
Accept presentation of the 2019 Spring Supervisors Skills Academy graduates.

Previous Board/Board Committee Actions:
No previous actions

Summary of Request:
Human Resources began offering a Supervisor Skills Academy certification program in January 2019. The Academy consists of 9 individual courses offered twice annually. Department Supervisors must complete all courses within a 2-year period of time to receive their certification. Courses include High Performance Organization, Leading with Effective Communication, Building Trust in Teams, Performance Management, The Art of Writing the Performance Evaluation, County Employee Policies and Procedures, Time Management Essentials, Facilitation Skills and Change Management.

We are pleased to report that a total of 75 employees have participated in the first round of Supervisor Academy courses in the Spring/Summer of 2019, and 8 employees have completed all course requirements for certification.

Alternative Action/Motion:
Provide direction to staff

Supervisorial District: All

vote requirement: Majority

Supplemental Information Available Online At: N/A

Fiscal Details:

source of funding: N/A
current f/y cost: N/A
annual recurring cost: N/A

budgeted in current f/y: N/A
if no, please describe:
revenue agreement: N/A

budget clarification: N/A

 Agreement/Resolution/Ordinance Approved by County Counsel: N/A

CEO Liaison: Janelle Rau, Deputy CEO
CEO Review: Yes
CEO Comments:

FOR COB USE ONLY

Executed By: Lindsey Dunham, Deputy Clerk I
Date: July 24, 2019

Final Status:**No Action Taken**