



Fulton County Board of Commissioners
Agenda Item Summary

18-0031

BOC Meeting Date
 1/24/2018

Requesting Agency
 Personnel

Commission Districts Affected
 All Districts

Requested Action *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*

To request approval for the Fulton County Department of Human Resources Management to enter into a Memorandum of Agreement with the University of Georgia's Carl Vinson Institute to deliver a Certified Public Management Training Program for Fulton County and to authorize the County Attorney to approve the Memorandum of Agreement as to form and substance and make any modifications thereto prior to execution by the Chairman.

Requirement for Board Action *(Cite specific Board policy, statute or code requirement)*

Fulton County Policy.

Is this Item related to a Strategic Priority Area? *(If yes, note strategic priority area below)*

Yes All People trust government is efficient, effective, and fiscally sound

Is this a purchasing item?

No

Summary & Background

(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)

Scope of Work: (Provide a brief project scope of work of the services/work to be provided)

In 2016, the Board of Commissioners consented to have the Department of Human Resources Management enter into a Memorandum of Agreement with the University of Georgia, Carl Vinson Institute for Government, to offer the Certified Public Manager Program to managers and supervisors within Fulton County. This program has been well received by both leadership and management and we would like to continue the relationship with the University of Georgia.

If you will recall, this program has a primary focus on retooling our executives and managers to efficiently and effectively address the strategic areas developed by the Board of Commissioners. This nine month, intensive, multi-part program, where executives and managers will learn about themselves, their organization and how to lead and manage effectively, still serves as the cornerstone of the County's Leadership Development Program and ensures that we have an engaged workforce -- one focused on delivering excellent customer service.

As a certificate program, the requirements include active participation in 300 contact hours for completion of out-of-class assignments, readings and a capstone project related to a County concern. The completion of required course work will lead to the University of Georgia issuing a Public Manager Certificate to the participants.

The University of Georgia is the only organization within Georgia authorized by the National CPM

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Consortium to deliver this certificate program. The second cohort will consist of approximately 50 employees, at a cost not to exceed \$175,000. Funding for this program is available within the HR Department's 2018 budget.

Community Impact: (Provide the overall impact on community health, whether the impact would be Countywide or to a specific District, if applicable)

There is no community impact.

Department Recommendation: (Provide the user department recommendation)

The Department recommends approval.

Project Implications: (What are the future implications of the item in terms of potential changes in budget, service provision, or County policy/operations?)

There are no project implications.

Community Issues/Concerns: (Identify any issues/concerns raised by constituents or clients concerning the agenda item and if those issues have been addressed?)

There are no community issues or concerns.

Department Issues/Concerns: (Identify any additional department recommendations or concerns including funding, staffing, external/internal partnerships and operational inefficiencies)

There are no department issues or concerns.

History of BOC Agenda Item: (Has this item previously been before the BOC? Yes or No. If yes, for non-purchasing item(s), describe what action(s) were taken.)

There is no history of this item being on the Board's agenda.

(For purchasing items, provide the project history chart or if a new procurement, insert "New Procurement".)

Contract & Compliance Information

(Provide Contractor and Subcontractor details.)

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

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Solicitation Information	NON-MFBE	MBE	FBE	TOTAL
No. Bid Notices Sent:				
No. Bids Received:				
Total Contract Value	.			
Total M/FBE Values	.			
Total Prime Value	.			
Fiscal Impact / Funding Source	<i>(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)</i>			
.				
Exhibits Attached	<i>(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)</i>			
Source of Additional Information	<i>(Type Name, Title, Agency and Phone)</i>			

Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

Revised 03/12/09 (Previous versions are obsolete)

Procurement

Contract Attached: .	Previous Contracts: .		
Solicitation Number: .	Submitting Agency: .	Staff Contact: .	Contact Phone: .

Description:.

FINANCIAL SUMMARY

Total Contract Value:	MBE/FBE Participation:
Original Approved Amount: .	Amount: . %: .
Previous Adjustments: .	Amount: . %: .
This Request: .	Amount: . %: .
TOTAL: .	Amount: . %: .

Grant Information Summary:

Amount Requested: .	<input type="checkbox"/>	Cash
Match Required: .	<input type="checkbox"/>	In-Kind
Start Date: .	<input type="checkbox"/>	Approval to Award
End Date: .	<input type="checkbox"/>	Apply & Accept
Match Account \$: .		

Funding Line 1: .	Funding Line 2: .	Funding Line 3: .	Funding Line 4: .
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KEY CONTRACT TERMS

Start Date: .	End Date: .
Cost Adjustment: .	Renewal/Extension Terms: .

ROUTING & APPROVALS
(Do not edit below this line)

X	Originating Department:	Hermon, Kenneth	Date: 1/19/2018
X	County Attorney:	Martinez, Dominique	Date: 1/19/2018
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 1/19/2018

MEMORANDUM OF AGREEMENT

This agreement is made and entered into as of the date of execution, by and between the Fulton County Government, party of the first part, hereinafter called the COOPERATOR, and The University of Georgia Research Foundation, Inc., hereinafter called the FOUNDATION to fund this project to be performed at the University of Georgia (UGA). It is agreed and understood that UGARF has the authority to contract for performance of this project that will be subcontracted to UGA. Under subcontract from UGARF, UGA via the Carl Vinson Institute of Government will perform all obligations of UGARF under this agreement.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with the FOUNDATION and inasmuch as the FOUNDATION is willing to undertake and conduct such a cooperative service, the purpose of this agreement is to establish the terms and conditions under which such a cooperative service will be accomplished pursuant to the conditions herein set forth.

NOW, THEREFORE, in consideration of the following mutual promises, covenants, and conditions, it is agreed as follows:

Section I

The FOUNDATION will:

- a. Carry on the cooperative service in the Carl Vinson Institute of Government substantially as set forth in the attached outline marked "Exhibit A" and made a part of this agreement.

b. Preserve all of its records bearing upon the amounts payable under this agreement, and further agrees that any specifically authorized representative of the COOPERATOR shall, until the expiration of three years after final payment under this agreement, have access to and the right to examine any directly pertinent books, documents, papers, and records of the FOUNDATION involving transactions related to this agreement.

c. Expend monies received under Section II, below, for the object of the service in a manner to be determined by said FOUNDATION. The FOUNDATION is authorized to transfer funds between various budget categories without specific and separate approval by the COOPERATOR. This is a **fixed fee** contract.

Section II

COOPERATOR will pay the FOUNDATION a **fixed fee** of \$175,000. **No federal dollars are involved in this Memorandum of Agreement.** The FOUNDATION will submit invoices for payment to COOPERATOR and upon receipt of the invoices, the COOPERATOR will pay the full invoice amount, with this amount being due within 30 days of receipt. The FOUNDATION shall submit four invoices of equal amounts for payment. The first invoice of \$43,750 shall be sent upon execution of this agreement, the second invoice of \$43,750 shall be sent after one-fourth of the sessions have been completed, the third invoice of \$43,750 shall be sent after one-half of the sessions have been completed, and the last invoice of \$43,750 shall be sent at the completion of the program. The invoices should be directed to Danny Parrish, Training Manager, Fulton County Human Resources, 141 Pryor Street, Atlanta, GA 30303; email Danny.Parrish@fultoncountyga.gov; telephone 404-613-0886.

Section III

The term of this agreement shall be from February 1, 2018 through December 29, 2018. However, it may be terminated by either party by written notice of such intent submitted 90 days in advance. In the event of such termination the COOPERATOR will pay the FOUNDATION a prorated portion of the upcoming installment consistent with the revised termination date and will pay the FOUNDATION for all non-cancellable and outstanding obligations related to this contract. The FOUNDATION will continue to work on the project until the revised termination date and will provide to the COOPERATOR interim findings and summary notes that reflect the status of the project at the time of revised termination.

Section IV

This agreement may be modified at any time by mutual consent of the governing boards of the parties hereto. Any modification hereto shall be in writing and signed by all parties.

Section V

This agreement may be renewed annually if the COOPERATOR wishes to expand the scope of the project and extend its time frame and the FOUNDATION agrees to do so. If the agreement is renewed without other substantive modification, such renewal may be evidenced by letter of agreement signed by the first party and by the officials authorized to execute the original agreement on behalf of the second party.

Section VI

Neither party to this agreement will discriminate against any employee or applicant for employment or against any applicant for enrollment at any school or college or against any student in his/her course of study or training because of race, color, sex, creed, national origin,

age, religion, veteran status, or disability.

Section VII

Should the parties to this agreement decide that it would be advantageous to publish the results of this cooperative undertaking, either party can do so without consulting the other.

Publication by either party shall give proper credit to the other party.

IN WITNESS WHEREOF, this agreement is entered into on the date of execution.

**FOR THE UNIVERSITY OF
GEORGIA RESEARCH
FOUNDATION, INC.:**

**FOR THE FULTON COUNTY
GOVERNMENT:**

Jennifer Jones, Senior Grants Officer

Kenneth L. Hermon, Jr., Chief Human
Resources Officer, Department of Human
Resources Management

Date: _____

Date: _____

**EXHIBIT A
SCOPE OF WORK**

The Carl Vinson Institute of Government will be responsible for the following for two Certified Public Manager cohorts for a number of participants not to exceed 25 in each cohort:

- a. Deliver the Certified Public Manager programs for Fulton County to be completed by the end of the term of this agreement.
- b. Provide qualified instructors for each session. No prior approval is required from Fulton County for subcontract, consultant, or service agreements needed to obtain instructors for training provided under this agreement.
- c. Administer and maintain the Certified Public Manager program including maintenance of participant transcripts as it relates to completing the certification program.
- d. Conduct course evaluations, compile an evaluation summary and share results with Fulton County.
- e. Maintain database of participants and transcripts.
- f. Manage and coordinate logistics including securing appropriate location facilities for all sessions, audio-visual needs and training materials for each class.
- g. Award certificates of completion.

Fulton County will be responsible for the following:

- a. Marketing of program to Fulton County employees.
- b. Selection of participants.

Proposed dates of sessions will be determined:

<u>Session</u>	<u>Topic(s)</u>	<u>Date</u>
1	The private and public sectors: What are their differences in values, mission, and environment? Leadership and management: Do both matter? Introduction and orientation to Certified Public Manager program	TBD
2	Interpreting leadership assessment instruments Assessing my skills and preferences	TBD
3	What are the connections between my daily managerial duties and creating public value for the community?	TBD
4	How do internal controls strengthen my capacity to manage effectively?	TBD
5	How do I interpret my GOV360 results?	TBD

<u>Session</u>	<u>Topic(s)</u>	<u>Date</u>
6	How can I use oral and written communication to effectively lead in the public sector?	TBD
7	How do successful teams develop, and how can I lead and facilitate their continued success?	TBD
8	As I lead positive change in the public sector, how can I provide stability, establish a vision, and help my team members prepare for and adapt to change?	TBD
9	How do I select the appropriate strategies to resolve interpersonal conflicts in the workplace?	TBD
10	What strategies can I utilize from the book, <i>Getting to Yes: Negotiating Agreement Without Giving In</i> by Roger Fisher , William L. Ury , and Bruce Patton , to address conflicts?	TBD
11	What are the strategies I can use to identify and unleash the power of inclusion, diversity, values, talent, and individual differences to create a dynamic team?	TBD
12	How can I successfully lead my team members who represent multiple generations?	TBD
13	How do I navigate the ethical principles and situations that arise in the public sector, and how do I balance the relationship between power and influence?	TBD
14	How can I use my personal and positional power to positively influence my organization?	TBD
15	What strategies can I use to create a work environment where employees are highly productive and highly motivated through a framework of performance management?	TBD
16	What are the keys to motivating, delegating, and empowering employees?	TBD
17	Sharing our service-learning project	TBD

<u>Session</u>	<u>Topic(s)</u>	<u>Date</u>
18	How can I use systems thinking, process improvement strategies, and gap analysis to study my organization and develop a plan for improvement?	TBD
19	What are the basic elements of a public sector budget, and how do I analyze trends associated with the budget? What tools can I use to share budget and expenditure data?	TBD
20	How do I manage the budget throughout the year and at year-end? What tools can I use to share this information?	TBD
21	How can I use interviews, needs assessments, and cost analyses to gather appropriate and useful data about my organization?	TBD
22	How can I use qualitative and quantitative data to determine the effectiveness and efficiency of my organization?	TBD
23	What strategies can I practice to deliver a powerful presentation?	TBD
24	How can I demonstrate that my self-directed learning project has impacted my organization in a positive measurable way?	TBD
25	How can I demonstrate that my self-directed learning project has impacted my organization in a positive measurable way?	TBD
26	As I reflect on the course, what have I learned, and how will I implement new strategies, ideas, and practices?	TBD

Graduation