



Fulton County Board of Commissioners
Agenda Item Summary

18-0033

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 Board of Regents of the University System of Georgia to deliver the Fulton County Executive Leadership Program and to authorize the County Attorney to approve the Memorandum of Agreement as to form as 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.)

As the Department of Human Resources Management continues to focus on our mandate of ensuring that the County has a well-trained and engaged workforce, we wanted to offer the second iteration of the Executive Leadership Program, previously completed by the County's Executive Leadership, to the second level of management within the respective departments. By availing the second level of management to the same program, we essentially will ensure that that top leadership within every department is managing in concert and begin to lay the foundations for better succession management. It also anticipated that these programs will further boost employee engagement.

The Carl Vinson Institute of Government (CVIOG) has already developed a program that has been well received by our current department heads and fine-tuned to meet the needs for developing management and leadership skills within the County.

As you may recall, the Executive Leadership Program consists of six instructional days over a five-month period, which will be provided to two cohorts of 25 participants each to support the mutual goal of engaged learning for all attendees. Included in the program is the use of the GOV360 assessment tool for government managers, assessment orientation, and individual assessment coaching for all program participants.

Instruction will be presented through the six-day program in the following eight core competency

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

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

subject areas:

Collaboration - Understanding how to effectively work with others is vital to being a successful leader in any organization. This requires a greater understanding of teams, group dynamics, and collaboration. Participants will explore the stages of team development and how to effectively manage each stage to become a high performing team. Participants will discover the importance of each team member's role. Participants will also discuss and discover opportunities for collaboration within the organization to include other units, divisions, and departments.

Communication - Communication is the lifeline of any organization. Participants will discuss foundational elements of effective communication and identify common barriers to communication to include technology. Participants will review and practice supportive communication with an emphasis on listening. Participants will also discover their preferred communication style and learn to use effective communication to coach employees.

Employee Engagement - In successful organizations, employees are engaged. Managers must set the standard for organizational behavior. Participants will discuss the importance of organizational culture and setting the standards of behavior within the organization. Participants will also explore methods of engaging employees and embedding this behavior in the organization's culture.

Supervisory Coaching – Effective feedback is an essential element in supporting employees in becoming more effective for their organizations. This class will provide techniques to enhance skills in analyzing individual professional development needs, conducting skills assessments, evaluating employee strengths and weaknesses, and the development of performance improvement plans to support employees in meeting their professional goals and the goals of the organization.

Executive Time Management - In this class, we will begin with an individual assessment of how we use our time. The class will then focus on three models of evaluation - Time Matrix, Productivity Pyramid, and Planning System. The class will close with a discussion of best practices on how to remain focused.

Improving Productivity - In this class we will present concepts of continuous improvement, learning organizations, and systems thinking. A strategic part of the day will focus on three quality tools including Flowchart, Fishbone Diagram, and Force Field analysis. We will complete the training by identifying practical possibilities for continuous improvement in productivity within context of our respective workplaces.

Position Management – Position management is a critical component in the management of the relationship between the goals of an organization, and the jobs and positions that support the organization. This class will examine the definition of position management and the basic fundamentals of this tool in developing an effective organizational structure. Participants will also examine principles and strategies of position management, as well as examine some best practices in this area.

Succession Planning - Planning for both the foreseen and unexpected staffing needs for key roles in an organization is a task we as managers often avoid or engage in only informally. Without concentrated effort on this activity, known as succession planning, an organization that has been successful can struggle if one or more of its leaders are lost. When succession planning is carefully conducted and the plan periodically reviewed, extended and costly vacancies can be avoided.

Succession planning has to be a priority for every organization and should be linked directly to its strategic plan. Training in the area of succession planning will allow managers to:

- Assess their current and future needs based on their strategic plan, goals and objectives, and priority programs and projects;
- Match these to the capabilities of the existing workforce; and,
- Develop a plan to manage the gaps that will arise when individuals in key positions leave or are promoted.

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

More well-trained managers will enhance the leadership of the departments in which they serve; thereby improving the quality of service provided to the residents of Fulton County.

Department Recommendation: (Provide the user department recommendation)

The Department of Human Resources Management recommends approval of this Memorandum of Agreement.

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 departmental 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 on the Board of Commissioners' agenda.

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

Contract & Compliance Information	<i>(Provide Contractor and Subcontractor details.)</i>
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Agency Director Approval		County Manager's Approval
Typed Name and Title	Phone	
Signature	Date	

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

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 *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

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Exhibits Attached *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

Source of Additional Information *(Type Name, Title, Agency and Phone)*

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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: .
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 Board of Regents of the University System of Georgia, by and on behalf of the University of Georgia, party of the second part, hereinafter called the BOARD. All obligations of the Board of Regents of the University System of Georgia under this agreement will be performed by the University of Georgia's Carl Vinson Institute of Government.

WITNESSETH, inasmuch as the COOPERATOR is desirous of setting up a cooperative service with the BOARD and inasmuch as the BOARD 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 BOARD 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 BOARD 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 BOARD. The BOARD 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 BOARD a **fixed fee** of \$61,000. **No federal dollars are involved in this Memorandum of Agreement.** Upon receipt of the invoices, the COOPERATOR will pay the full invoice amount, with this amount being due within thirty days of receipt. An invoice of 50% of the contract amount will be sent upon execution of this MOA. Thereafter, a final invoice for the remaining 50% of the contract amount will be sent at the conclusion of all training dates. The invoices should be directed to Danny Parrish, Training Manager, Fulton County Human Resources, 141 Pryor Street, Atlanta, Georgia, 30303; email Danny.Parrish@fultoncountyga.gov; telephone 404-613-0886.

Section III

The term of this agreement shall be from February 1, 2018 to 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 BOARD a prorated portion of the upcoming installment consistent with the revised termination date and will pay the BOARD for all non-cancellable and outstanding obligations related to this contract. The BOARD 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 BOARD 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 BOARD OF REGENTS
OF THE UNIVERSITY SYSTEM
THE UNIVERSITY OF GEORGIA:**

**FOR THE FULTON COUNTY
GOVERNMENT:**

Jennifer Jones, Grants Officer

Kenneth L. Hermon, Jr., PHR, SHRM-SCP,
IPMA-CP
Director
Fulton County Personnel Department
Date: _____

Date: _____