

County Of Sonoma Agenda Item Summary Report

Clerk of the Board Use Only
Meeting Date **Held Until**
 / / / /
Agenda Item No: **Agenda Item No:**
 _____ _____

Department: Human Resources

4/5 Vote Not Required

Contact:
Dan Fulks

Phone:
(707) 565-2939

Board Date:
11/10/2009

Deadline for Board Action:

AGENDA SHORT TITLE: Amending Salary Resolution provisions and Letters of Understanding with employee organizations on Staff Development suspension.

REQUESTED BOARD ACTION: Adopt Concurrent Resolution amending Resolution No. 09-0496, which authorized the suspension of, Staff Development (Section 12), and, Confidential and Management Benefit Allowance (Section 13), to allow for the reimbursement of Licenses and Certifications (including required continuing education units) and associated expenses for fiscal years 2009/2010 and 2010/2011.
 Adopt Resolution amending Resolution No. 09-0497, which authorized the suspension of Staff Development (Section 12), and, Confidential and Management Benefit Allowance (Section 13), to allow for the reimbursement of Licenses and Certifications (including required continuing education units) and associated expenses for Unrepresented Employees, Administrative Management, Department Heads and Confidential Employees of the Sonoma County Agricultural and Open Space District for fiscal years 2009/2010 and 2010/2011.
 Adopt Resolution amending Letters of Understanding with S.E.I.U., S.C.P.D.I.A., S.C.L.E.A., Local 39, W.C.E., E.S.C. and S.C.L.E.M.A . which authorized the suspension of the Staff Development/Management Benefit Allowance/Tuition and Textbook/Physical Fitness Allowances to allow for the reimbursement of expenses associated with licenses and certifications for fiscal year 2009/2010.

CURRENT FISCAL YEAR FINANCIAL IMPACT

EXPENDITURES:

ADDITIONAL FUNDS REQUIRING BOARD APPROVAL:

Estimated Cost	\$ 0	Contingencies	\$0
		(Fund Name:)	
Amount Budgeted	\$0	Unanticipated Revenue	\$0
		(Source:)	
Other Available Appropriations	\$0	Other Transfers	\$0
(Explain Below)		(Source:)	
Additional Requested	\$0	Additional Funds Requested	\$0

Explanation (if required): This reduces the cost savings that the County would have realized from the Staff Development suspension by approximately \$100,000-\$175,000 out of a total savings estimate of \$550,000 for fiscal year 09/10.

Prior Board Action: 6/2/09, Board suspended Tuition and Textbook Reimbursement, Management Benefit Allowance and Confidential Benefit Allowance for employees covered by Salary Resolution No. 95-0926. 8/25/09 Board suspended Staff Development Allowance/Physical Fitness Allowances for fiscal year 2009/2010 for other represented units.

Alternatives – Results of Non-Approval: Employees covered by the Salary Resolution will not receive reimbursement for licenses and certifications in the same manner as represented groups. Reimbursement for travel expenses related to licenses and certifications will not be permitted.

Background: On June 2, 2009, your Board adopted Concurrent Resolution no. 09-0496 and Resolution No. 09-0497, freezing Staff Development and Confidential and Management Benefit Allowances for Unrepresented Employees, Administrative Management, Department Heads and Confidential Employees covered by the Salary Resolution, and for employees in bargaining units whose benefits by M.O.U. agreement are tied to the Salary Resolution (Sonoma County Deputy Public Defender Attorneys' Association and Sonoma County Prosecutors' Association) for fiscal years 2009/2010 and 2010/2011. This action was taken prior to reaching agreement with employee organizations. On August 25, 2009, your Board adopted Concurrent Resolution No. 09-0813, freezing the Staff Development/Management Benefit Allowance/Tuition and Textbook/Physical Fitness Allowances for fiscal year 2009/2010 for other represented units. The agreements reached between the County and representatives of the employee organizations also provided for the continuance of the reimbursement of costs of licenses and certifications (including required continuing education units that are necessary to receive the license or certificate) only as required by the job specification. This action gives the same benefit to unrepresented employees.

It is also recommended that expenses associated with the required licenses and certifications, including travel, meals and lodging, continue to be reimbursed. Reimbursement for these expenses would be made either from departmental funds or Staff Development funds. It is also recommended that continuing education units, travel and lodging be obtained in the most cost effective manner available as determined by the Department head. The affected employee organizations have been contacted about this additional reimbursement, and they are in agreement with the amendment to the Letters of Understanding.

Cost:

The total estimated savings to all funds for freezing this benefit for this group for one year is \$550,000. Cost associated with travel, lodging and meals is tracked for all claims and is not available specifically for required licenses, certificates and continuing education. Some of the costs reported for the general category of meetings, conferences and seminars may also include travel, lodging and meal expenses. The approximate annual cost for travel, lodging and meals is \$100,000, and for meetings, conferences and seminars is \$250,000. Staff estimates the savings that would not be realized if this recommendation is approved to be approximately \$100,000-\$175,000 annually for professional licenses and certifications and associated expenses including travel, lodging and meals. Unrealized savings were already accounted for in the Budget Adjustments approved by the Board on 9/15/2009.

Board Action Requested:

Adopt Concurrent Resolution amending Resolution No. 09-0496, which authorized the suspension of, Staff Development (Section 12), and, Confidential and Management Benefit Allowance (Section 13), to allow for the reimbursement of Licenses and Certifications (including required continuing education units) and associated expenses for fiscal years 2009/2010 and 2010/2011. Adopt Resolution amending Resolution No. 09-0497, which authorized the suspension of Staff Development (Section 12), and, Confidential and Management Benefit Allowance (Section 13), to allow for the reimbursement of Licenses and Certifications (including required continuing education units) and associated expenses for Unrepresented Employees, Administrative Management, Department Heads and Confidential Employees of the Sonoma County Agricultural and Open Space District for fiscal years 2009/2010 and 2010/2011. Adopt Resolution amending Letters of Understanding with S.E.I.U., S.C.P.D.I.A., S.C.L.E.A., Local 39, W.C.E., E.S.C. and S.C.L.E.M.A. which authorized the suspension of the Staff Development/Management Benefit Allowance/Tuition and Textbook/Physical Fitness Allowances to allow for the reimbursement of expenses associated with licenses and certifications for fiscal year 2009/2010.

Attachments: Resolutions, Concurrent Resolution, Attachment A (Amended Salary Resolution Sections 12 and 13).

On File With Clerk: None.

CLERK OF THE BOARD USE ONLY

Board Action (If other than "Requested")

Vote: