

# San Francisco Bay Conservation and Development Commission

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**TO:** Commissioners and Alternates

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**SUBJECT: Staff Report and Recommendation on a Contract with CalHR Statewide Training Center to provide training for BCDC employees**  
(For Commission consideration on November 1, 2018)

## Summary

Staff recommends that the Commission authorize the Director of Administration and Technology to execute a contract with the CalHR Statewide Training Center (STC) to provide up to \$25,000 during the next three years to support employees' personal development with required and optional training provided by the State of California. This will enable employees to take both State-mandated and optional training classes in topics such as general management training, project management, self-awareness, communication skills, and other offerings as part of Individual Development Plans (IDPs) and overall development. Staff also recommends that the Commission authorize the Executive Director to amend the contract in the future, as long as the amendment does not involve substantial changes in scope or exceed 10% of the amount of the contract, and to extend the term of the contract, if necessary.

## Staff Report

**Background.** On September 28, 2018 the CalHR Statewide Training Center notified all State Agencies and Departments that it is changing the method by which it will bill departments for employee training. Previously, departments were invoiced after an employee attended a class. However, CalHR is now requiring a contract or pre-payment for its classes due to increasing demand.

Effective November 1, 2018 CalHR STC will require either an executed contract for services offered through the STC, or receipt of payment 10 business days prior to the start of a class. If payment isn't received in accordance with the process, the student/employee will be removed from the class roster.



For a small agency like BCDC with only one accounting staff member, we are not always able to guarantee the processing of an invoice 10 days prior to a class. Additionally, it is not unusual to have short notice of class availability during which executing an invoice may not be possible. Creating a contract with CalHR STC will enable BCDC to charge the class directly to the contract, which will guarantee employee participation. A contract alleviates the issue of requiring payment prior to taking a class.

Goal #3 of our Strategic Plan Update, "Improve Organizational Health and Performance," specifies training and development as a component. Pre-funding training by executing a contract with CalHR STC supports this goal.