



Fulton County Board of Commissioners
Agenda Item Summary

17-0575

BOC Meeting Date
 7/19/2017

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)

Last year, the Board of Commissioners consented to have the Department of Human Resources Management enter into the first Memorandum of Agreement (MOA) with the University of Georgia (UGA), Carl Vinson Institute, to offer the Certified Public Manager Program to managers and supervisors within the County. This program has been well received by both leadership and management and we would like to continue the relationship with UGA.

If you 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 current County concern. The completion of required courses 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. This second cohort will consist of approximately forty-eight (48) employees, at a cost not to exceed **\$175,000**. Funding to continue this program is available within the HR Department's 2017 budget.

Community Impact: (Provide the overall impact on community health, whether the impact would be Countywide or to a specific District, if applicable)
To improve the level of service provided to the community.

Department Recommendation: (Provide the user department recommendation)
To approve entering into 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?)
No future changes to the budget. Positive impact on the management and senior level sector of the workforce of Fulton County Government by providing training which specifically targets the public sector.

Community Issues/Concerns: (Identify any issues/concerns raised by constituents or clients concerning the agenda item and if those issues have been addressed?)
Not applicable.

Department Issues/Concerns: (Identify any additional department recommendations or concerns including funding, staffing, external/internal partnerships and operational inefficiencies)
None.

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.)
This item has not previously been brought before the Board.

(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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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>			
The projected cost will not exceed \$175,000. Funding is available in the Department of Human Resources Management's 2017 budget under Account Number 100-215-2151-1160.				
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>			

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Typed Name and Title	Phone	
Signature	Date	

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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: 7/12/2017
X	County Attorney:	Martinez, Dominique	Date: 7/12/2017
.	Purchasing/Contract Compliance:	.	Date: .
.	Finance/Budget Analyst/Grants Admin:	.	Date: .
.	Grants Management:	.	Date: .
X	County Manager:	Anderson, Dick	Date: 7/12/2017

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 \$175,000. **No federal dollars are involved in this Memorandum of Agreement.** The BOARD 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. An invoice of 25% of the contract amount will be sent upon execution of this MOA. Thereafter, invoices for 25% of the contract amount will be sent at the following points in time:

- After 1/4 of the sessions have been completed,
- After 1/2 of the sessions have been completed, and
- 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 July 19, 2017 through June 30, 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.

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

**FOR THE BOARD OF REGENTS
OF THE UNIVERSITY SYSTEM
OF GEORGIA BY AND ON BEHALF OF
THE UNIVERSITY OF GEORGIA:**

**FOR FULTON COUNTY
GOVERNMENT:**

Jennifer Jones, Grants Officer

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

Date: _____

Date: _____

Tonya Grier
Interim Clerk to the Commission
Office of the Clerk to the Board of
Commissioners
Date: _____

John H. Eaves, Ph.D.
Chair, District 7/At-Large
Fulton County Board of Commissioners
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:

<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 measureable 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