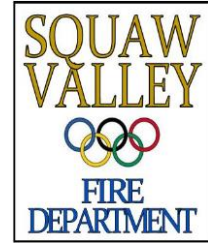




SQUAW VALLEY PUBLIC SERVICE DISTRICT



ADMINISTRATION/OFFICE REPORT

DATE: October 31, 2017

TO: District Board Members

FROM: Kathryn Obayashi-Bartsch, Secretary to the Board

SUBJECT: Monthly Report

DISCUSSION: Liebert Cassidy Whitmore (LCW) Employment Relations Consortium (ERC)
Employment Relations Consortia (ERCs) are groups of like agencies/districts in a geographic area joining together for the purpose of securing quality employment relations training. By pooling resources, the agencies/districts can offer a broader range of training topics. Over 800 agencies/districts across the state are participating in one of LCW's consortia. Consortia members also receive:

- Reference material on the topic presented
- Unlimited, complimentary telephone consultations with LCW attorneys
- A copy of LCW's monthly newsletter, *Client Update*
- Ability to attend other consortia's workshops, space permitting, at no to minimal charge (35 consortia across the state)
- Discounted pricing for all other webinars and seminars

The Gold Country ERC consists of cities, counties, and special districts in the Sacramento/Gold Country area. The group currently has 31 members and averages 87 attendees per workshop. The group rotates locations for each workshop – traditionally between sites in Citrus Heights, Roseville, Placerville and Yuba County. Some workshops are also conducted as webinars.

The annual cost to participate in the Gold Country ERC is calculated by the number of full time employees an agency has and the District's rate is \$2,020 for the fiscal year.

The LCW attorneys present the training and provide telephone consultation. The District benefits by having employment and labor law training and a professional resource available at minimal cost. Training is available in the following areas:

- Supervision & Performance Management
- Risk Management
- Promoting Respectful Workplaces

- Employment Law
- Labor Relations
- Employee Disability & Injuries
- Expectations & Ethics in Public Service

Staff recently participated in a LCW webinar on the Fair Labor Standards Act (FLSA) and General Manager Geary attended a day-long training in Rancho Cordova titled “*Maximizing Supervisory Skills for the First Line Supervisor*” on October 18, 2017.

Administrative Staff Training

Jessica Grunst, Accounts Payable Clerk II/HR Specialist, attended the CalPERS Educational Forum in Rancho Mirage, CA. This year’s conference took place October 23-25.

Fabienne Guissaz, Office Supervisor, attended the CSDA Board Secretary/Clerk conference in Garden Grove on October 22-24.

Recognition in Special District Governance Award

Kathryn Obayashi-Bartsch, Secretary to the Board, received this award by completing 56 hours of continuing education and the CSDA Special District Leadership Academy. This recognition is an opportunity to demonstrate the extent of one’s commitment and dedication to provide the best possible service and staying up to date on relevant issues and practices. It is easy to become complacent by saying “that’s the way we’ve always done it” and not seek out current information and practices. The minimum requirements for the award are completion of the Academy and at least 10 hours continuing education.

Special District Risk Management Authority (SDRMA) President’s Special Acknowledgement Award – Property/Liability Program

The District was awarded this recognition for having no “paid” claims during the prior five consecutive years in the Property/Liability Program. Out of 408 SDRMA members, only 259 members or 52% had no “paid” claims in the prior five years. In addition to this recognition, the District earned five credit incentive points reducing the annual premium.

ATTACHMENTS: none

DATE PREPARED: October 20, 2017