**Minutes from the Meetings of the Training Consortium**

**Working Committee for 2014**

***January 16, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

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| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 25, Oct 9 & 21, Nov 6 & 20, Dec 4 & 16 & Jan 8, 2014  March 11 & 26, April 2 & 23, May 8 & 14, June 3 & 19 2014 | City of Redwood City  City of Daly City | (Twice)  Academy graduation on 1/8. Participants provided Excellent feedback  Daly City Marketing upcoming Academy |
| Public Sector Leadership Academy (Various) | Aug 14, & 27, Sept. 11 & 25, Oct 9 & 23, Nov 5 & 20, 2014 | San Mateo County | (Once Yearly)  Instructors confirmed  Foster City has agreed to offer facilities in Aug 2014 |
| Mastering Effective Conversations *(J Schultz)* | Feb 19, 2014 | Brisbane | (Twice)  Marketing Session |
| Lead Worker Academy (Various Trainers) | April 1, 15, 22 & 29 2014 | County of SM | (Twice)  Anne has confirmed dates and finalized brochure. Will be marketing shortly |
| Introduction to Supervision (Jim Delia) | January 2014  1/15/14  April 9, 2014 | Daly City  **Sam Trans** | (Twice)  Session very successful  Shawnna is working with Sam Trans re: marketing/hosting tasks |
| Business Writing for Results (Barbara Nelson) | April 16 & 17, 2014 | City of San Mateo | (Twice) |
| **NEW** – Customer Service (Beth Weisberg) | May 20, 2014 | Foster City | (Once) |
|  |  |  |  |
| Effective Public Speaking and Presentations (Gloria Cohn) | January 14, 2014 (8:30 – 4:30) & January 15, 2014(8:30 – 12:30)  May 29 & 30, 2014 | San Mateo County  East Palo Alto | Twice  Sessions successful  Leah is following up with EPA re: hosting tasks and timelines |
| Time Management (Pat Haddock**)** | December 2013  12/11/13  June 3, 2014 | City of Brisbane  Woodside | (Twice)  Session successful  Leah is following up with Woodside re: hosting tasks and timelines |
| **NEW** Career Development (Anne Weiss and Randy Schwartz) | June 18, 2014 | Hillsborough | Once  Maria is following up with Hillsborough re: hosting tasks and timelines |
| Element K 95 Online Programs (San Mateo County) | Ongoing | Each Member Agency | Online expired, however employees have up to one year to complete from the date of launching |
| JJ Keller Health & Safety (San Mateo County) | Coming in May | Each Member Agency | Marketing – Available March 2013 – April 2014 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne provided the group with emtrain marketing brochures. Leah will also mail out to all other members. emtrain Contact: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |
| Skill Soft Online (San Mateo County) | Coming in August | Each Member Agency | 40 courses in a variety of subjects  Available July 2013 – June 2014 |

* Workforce Report: Anne distributed reports and committee reviewed. Donna mailed reports to all City Manager members.
* LMS 2014 two hour workshops: Anne inquired re: dates for 2014. A train the trainer model was discussed. City of San Mateo and Redwood City agreed to lead the first workshop to be scheduled in March 2014. A second workshop is to be scheduled in July which Belle Sierra has agreed to lead.
* Annual General Meeting: Committee agreed next annual member meeting will be scheduled in November. Preliminary planning items will be put on the Agenda in June.
* Outreach to new Hosting Cities: Committee members agreed to reach out and support new members who are hosting in the Spring. Leah, Shawnna and Maria are following up with new hosting members.
* Spring Session Brochure: Anne provided a revised draft brochure for the Committee to review. Hosting Cities to submit their specific course information/dates to Anne so she can capture in the new Spring brochure.
* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting will be a telephone conference call scheduled on Tuesday February 11, 2014 from 2:00 p.m. – 4:00 p.m.

Agenda Items include:

* Status of upcoming Spring sessions. Continued Discussion re: outreach plan to support members who will be hosting for the first time in the Spring
* Identification of dates/agendas for the March and July 2014 LMS training workshops
* Needs Assessment – Work plan to be developed
* Fiscal Update - Leah
* New curriculum for 2014 – Job Shadowing & Project Experience programs
* Expand the number of internal instructors
* Annual General Meeting – Photos/Video needed

***February 11, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

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| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 25, Oct 9 & 21, Nov 6 & 20, Dec 4 & 16 & Jan 8, 2014  March 11 & 26, April 2 & 23, May 8 & 14, June 3 & 19 2014 | City of Redwood City  City of Daly City | (Twice)  Completed  Daly City enrolling for upcoming Academy - 30 seats |
| Public Sector Leadership Academy (Various) | Aug 14, & 27, Sept. 11 & 25, Oct 9 & 23, Nov 5 & 20, 2014 | San Mateo County | (Once Yearly)  Instructors confirmed  Foster City has agreed to offer facilities in Aug 2014 |
| Mastering Effective Conversations *(J Schultz)* | Feb 19, 2014 | Brisbane | (Twice)  Enrollment Open |
| Lead Worker Academy (Various Trainers) | April 1, 15, 22 & 29 2014 | County of SM | (Twice)  County Marketing. Anne reported photos and video interviews will be taken/conducted for the Annual meeting |
| Introduction to Supervision (Jim Delia) | January 2014  1/15/14  April 9, 2014 | Daly City  **Sam Trans** | (Twice)  Completed  Shawnna is working with Sam Trans re: marketing/hosting tasks |
| Business Writing for Results (Barbara Nelson) | April 16 & 17, 2014 | City of San Mateo | (Twice)  Marketing |
| **NEW** – Customer Service (Beth Weisberg) | May 20, 2014 | Foster City | (Once) |
| Effective Public Speaking and Presentations (Gloria Cohn) | January 14, 2014 (8:30 – 4:30) & January 15, 2014(8:30 – 12:30)  May 29 & 30, 2014 | San Mateo County  East Palo Alto | Twice  Completed  Leah is following up with EPA re: hosting tasks and timelines |
| Time Management (Pat Haddock**)** | December 2013  12/11/13  June 3, 2014 | City of Brisbane  Woodside | (Twice)  Session successful  Leah is following up with Woodside re: hosting tasks and timelines |
| **NEW** Career Development (Anne/Maria and Randy Schwartz) | June 4, 2014 | Hillsborough | Once  Maria is following up with Hillsborough re: hosting tasks and timelines |
| JJ Keller Health & Safety (San Mateo County) | Coming in May | Each Member Agency | Marketing – Available March 2013 – April 2014 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne provided the group with emtrain marketing brochures. Leah will also mail out to all other members. emtrain Contact: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |
| Skill Soft Online (San Mateo County) | Coming in August | Each Member Agency | 40 courses in a variety of subjects  Available July 2013 – June 2014 |

* LMS 2014 two hour workshops: Anne inquired re: dates for 2014. A train the trainer model was discussed. City of San Mateo and Redwood City agreed to lead the first workshop to be scheduled in March/April 2014. A second workshop is to be scheduled in July which Belle Sierra has agreed to lead. Leah and Chris will confirm the date for the March/April training session. Anne also reminded Working Committee of the Online System Administration Training Library available to all LMS member agencies.
* Annual General Meeting: Committee agreed the next annual member meeting will be scheduled in November. Anne reported she will be taking photos and offering video interviews at the April Lead Worker Academy which will be shown at the next Annual meeting.
* Outreach to new Hosting Cities: Committee members are continuing to reach out and support new members who are hosting sessions this Spring. Leah, Shawnna and Maria are following up with new hosting members.
* Spring Session Brochure: Anne finalized and mailed out brochures to all member agencies.
* Fiscal Update: Leah will bring information to the next meeting.
* Needs Assessment Work Plan: Committee members determined an all member survey is not indicated this year due to the Annual General Meeting where the Committee can seek feedback on curriculum needs/interests.
* New Curriculum programs: Don Marsuka & Company is offering to meet with the Committee to present “Take Charge of Your Talent Program”. Leah will coordinate a meeting date with Don in April.
* Expand the number of internal trainers: Members discussed internal subject matter experts within their organizations. Members will follow up with their Organizations to see if there is interest in training for the Consortium.
* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Thursday April 3, 2014 from 12:30 p.m. – 4:00 p.m. at the City of San Mateo.

Agenda Items include:

* In-service from Don Maruska re: Take Charge of Your Talent Program
* Status of upcoming Spring sessions - All
* Continued discussion re: outreach plan to support members who will be hosting for the first time in the Spring – Maria, Shawnna and Leah
* LMS training - All
* Fiscal Update - Leah
* Expand curriculum and the number of offerings (Lead Worker Academy, etc.) – All
* Helen Putnam Award - Leah
* Upcoming Annual General Meeting (Photos/Video needed)

***April 3, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

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| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 25, Oct 9 & 21, Nov 6 & 20, Dec 4 & 16 & Jan 8, 2014  March 11 & 26, April 2 & 23, May 8 & 14, June 3 & 19 2014 | City of Redwood City  City of Daly City | (Twice)  Completed  Academy going well |
| Public Sector Leadership Academy (Various) | Aug 14, & 27, Sept. 11 & 25, Oct 9 & 23, Nov 5 & 20, 2014 | San Mateo County | (Once Yearly)  Brochure prepared and going to print. All instructors confirmed |
| Mastering Effective Conversations *(J Schultz)* | Feb 19, 2014 | Brisbane | (Twice)  Session successful |
| Lead Worker Academy (Various Trainers) | April 1, 15, 22 & 29 2014 | County of SM | (Twice)  Successful kick off session this week. Panel members videoed |
| Introduction to Supervision (Jim Delia) | January 2014  1/15/14  April 9, 2014 | Daly City  **Sam Trans** | (Twice)  Shawnna supporting Sam Trans with the process |
| Business Writing for Results (Barbara Nelson) | April 16 & 17, 2014 | City of San Mateo | (Twice)  Enrollment confirmed |
| **NEW** – Customer Service (Beth Weisberg) | May 20, 2014 | Foster City | (Once)  Announcement went out |
| Effective Public Speaking and Presentations (Gloria Cohn) | January 14, 2014 (8:30 – 4:30) & January 15, 2014(8:30 – 12:30)  May 29 & 30, 2014 | San Mateo County  East Palo Alto | Twice  Completed  Leah is supporting EPA re: hosting tasks and timelines |
| Time Management (Pat Haddock**)** | December 2013  12/11/13  June 3, 2014 | City of Brisbane  Woodside | (Twice)  Session successful  Leah is supporting Woodside re: hosting tasks and timelines |
| **NEW** Career Development (Anne/Maria and Randy Schwartz) | June 4, 2014 | Hillsborough | Once  Maria is supporting Hillsborough. Anne and Maria are meeting with Randy to finalize the training |
| JJ Keller Health & Safety (San Mateo County) | Coming in May | Each Member Agency | Marketing – Available March 2013 – Sept 2014 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne provided the group with emtrain marketing brochures. Leah will also mail out to all other members. emtrain Contact: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |
| Skill Soft Online (San Mateo County) | Coming in August | Each Member Agency | 40 courses in a variety of subjects  Available July 2013 – June 2014 |

* Don Maruska, Business Coach presented his program “Take Charge of Your Talent Program”.

Committee members discussed inviting graduates from the Leadership, Supervisory and Lead Worker Academies to this program in early 2015. In addition to the Academy graduates, the Committee discussed inviting high level managers from the various member Agencies to participate. Committee discussed the benefits of inviting a large number of attendees and having the workshops held at the South San Francisco Convention Center if available.

* LMS 2014 training workshops: Committee decided to reschedule Leah’s and Chris’s April 8 LMS Train the Trainer. Committee will confirm the new date, time, and location at the May meeting. In February and March, Anne sent out e-mails to all LMS Administrators as well as distributed information at the meeting regarding Cornerstone’s Online Training Library for System Administrators. Belle Sierra has offered to lead a LMS training for System Administrators later this year at a time that is convenient for the participating System Administrators.
* Annual General Meeting: The next annual member meeting will be scheduled in November. The meeting will address curriculum needs in lieu of sending out a needs assessment survey to all member agencies. The County has started taking photos and video taping the Lead Worker Academy. Anne suggested using Don’s Program motto “Powering Up Our Resources” at the November meeting to increase member participation/roles and to learn more about the Consortium’s resources as it relates to internal subject matter experts to train new upcoming sessions.
* Supporting New Hosting cities: Committee agreed that all members should be hosting at least one session per year. Working Committee members also discussed having one Working Committee member each year to support new hosting members. The designated member would not be required to host a training session while supporting new hosting agencies.
* Fiscal Update: Leah discussed and distributed the Mid-Year Report. Committee discussed charging fees for the current single sessions as well as the Lead Worker Academy in order to have the budget to increase the frequency/offerings of current programs (Lead Worker Academy to be offered 3 x per year) as well as offer new curriculum/sessions in the upcoming year. Initial discussion re: new fees included:

Supervisory Academy = $350.00

Leadership Academy = $40.00 per session

Lead Worker Academy = $100.00

Single half day sessions = $30.00

Full day sessions = $60.00

Leah also discussed changes in the billing cycle for no shows and late cancellations. It was also suggested that billing/invoicing might be made easier if sample billing templates (along with workforce data templates) were given to hosting cities to follow and use. Anne agreed to send samples templates to Leah/Committee for review.

Committee agreed to review budget and fees further at the next meeting in order to prepare a new fee schedule recommendation to the Governing Board. It was suggested, Donna be invited to the next meeting to discuss/review budget and fees with the Committee.

* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Tuesday, May 27, 2014 from 2:00 p.m. – 4:00 p.m. at the City of San Mateo.

Agenda Items include:

* New membership status (Central County Fire Department – Hillsborough) - Leah
* Fiscal Update (Continued discussions re: budget, charging fees/increasing fees, billing templates, etc) - Leah and All
* Follow Up Discussion re: Don Maruska’s program presentation “Take Charge of Your Talent Program” - All
* Identification of new Fall sessions (as well as frequency of offerings) and hosting process and assignments - All
* LMS online System Administrator library and train the trainer instructor led training (Scheduling instructor led training for the Summer) - All
* Helen Putnam Award Update – Leah
* Proposals to Transforming Local Government and City Managers Conferences - All
* Upcoming Annual General Meeting (Photos needed) - All

***May 27, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 25, Oct 9 & 21, Nov 6 & 20, Dec 4 & 16 & Jan 8, 2014  March 11 & 26, April 2 & 23, May 8 & 14, June 3 & 19 2014 | City of Redwood City  City of Daly City | (Twice)  Completed  Academy going well. Graduation upcoming |
| Public Sector Leadership Academy (Various) | Aug 14, & 27, Sept. 11 & 25, Oct 9 & 23, Nov 5 & 20, 2014 | San Mateo County | (Once Yearly)  Marketing – Soft and hard copy fliers |
| Mastering Effective Conversations *(J Schultz)* | Sept 10, 2013  Feb 19, 2014 | Daly City  Brisbane | (Twice)  Sessions successful |
| Lead Worker Academy (Various Trainers) | October 3, 10, 17 & 24  April 1, 15, 22 & 29 2014 | City of San Mateo  County of SM | (Twice)  Successions successful. Panel members videoed in the April Academy for all member meeting |
| Introduction to Supervision (Jim Delia) | January 2014  1/15/14  April 9, 2014 | Daly City  **Sam Trans** | (Twice)  Sessions successful |
| Business Writing for Results (Barbara Nelson) | November 5 & 6, 2013  April 16 & 17, 2014 | City of Belmont  City of San Mateo | (Twice)  Sessions successful |
| **NEW** – Customer Service (Beth Weisberg) | May 20, 2014 | Foster City | (Once)  Session went well |
| Effective Public Speaking and Presentations (Gloria Cohn) | January 14, 2014 (8:30 – 4:30) & January 15, 2014(8:30 – 12:30)  May 29 & 30, 2014 | San Mateo County  East Palo Alto | Twice |
| Time Management (Pat Haddock**)** | December 2013  12/11/13  June 3, 2014 | City of Brisbane  Woodside | (Twice)  Sessions successful  Leah is supporting Woodside re: hosting tasks and timelines |
| **NEW** Career Development (Anne/Maria and Randy Schwartz) | June 4, 2014 | Hillsborough | Once  Maria is supporting Hillsborough. Anne and Maria are meeting with Randy to finalize the training  Maria reported Los Altos will be training this session in October |
| JJ Keller Health & Safety (San Mateo County) | Coming in May | Each Member Agency | Marketing – Available March 2013 – Sept 2014 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne sent e-mail to all working committee members to provide update/confirmation of url for EEO policy. Training being reloaded. Leah provides members with. emtrain Contact info: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |
| Skill Soft Online (San Mateo County) | Coming in August | Each Member Agency | 40 courses in a variety of subjects  Available July 2013 – June 2014 |

* Proposed Fall training curriculum was discussed and reviewed. Sessions and hosts identified for the Fall. Anne will send out notes so members can begin coordination/interest for the next meeting.
* 2013/14 Workforce Report was discussed briefly. Anne is sending reminders to all who hosted to submit their data. Anne will be working on report in July.
* Donna Vaillancourt attended and shared that there will be a Governing Board meeting on July 1, 2014 to review our Fall 2014 curriculum proposals and budget forecast. Donna also shared that the Consortium was awarded $7500.00 for the County’s Stars Award
* Leah provided a fiscal update: Leah discussed and distributed the budget report.

Budget and fees were discussed. Recommendation was made to charge future Lead Work Academy participants $100.00 and $350.00 for the Public Sector Supervisory Academy.

* Donna also proposed the idea of having a Consortium website to centralized information for all members (member binder information, marketing information, etc.)
* Don Maruska’s, program “Take Charge of Your Talent Program” was discussed. Members would like to recommend for Spring 2015 (March – May) and invite graduates from the Leadership, and Supervisory Academies as well as have HR reps identify “other leaders” within their agency to participate. A fee of $25.00 per participant would be charged to cover books/materials for this program.
* November’s Annual member meeting was discussed. It was suggested Don Maruska be a guest speaker to talk about his program.
* “Hosting buddies” was discussed due to the numerous coordination activities for new hosts. Working Committee members identified “hosting buddy” assignments for the upcoming new hosts/sessions.
* LMS was discussed and a question was raised about the fiscal/fee impact should one of the 6 cities drop LMS. Donna shared she did not see this as a problem (did not see fees going up for others).
* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Monday, June 16, 2014 from 2:00 p.m. – 4:30 p.m. at the City of San Mateo.

Agenda Items include:

* Fiscal Update: Leah will provide cost/budget projections for the Fall so Donna can bring to the Governing Board Meeting
* Updates re: coordination of proposed new Fall sessions (as well as frequency of offerings) and hosting process/assignments - All
* Buddy assignments to be identified/confirmed to support new hosts - All
* Fall Brochure Update - Anne
* LMS Train the Trainer Workshops. Discuss schedule and the online System Administrator library - All
* Helen Putnam Award Update – Leah
* Proposals to Transforming Local Government and City Managers Conferences - All
* Upcoming Annual General Meeting (Photos needed) - All

***June 16, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 25, Oct 9 & 21, Nov 6 & 20, Dec 4 & 16 & Jan 8, 2014  March 11 & 26, April 2 & 23, May 8 & 14, June 3 & 19 2014 | City of Redwood City  City of Daly City | (Twice)  Completed  Academy going well. Graduation upcoming |
| Public Sector Leadership Academy (Various) | Aug 14, & 27, Sept. 11 & 25, Oct 9 & 23, Nov 5 & 20, 2014 | San Mateo County | (Once Yearly)  Marketing – Soft and hard copy fliers |
| Mastering Effective Conversations *(J Schultz)* | Sept 10, 2013  Feb 19, 2014 | Daly City  Brisbane | (Twice)  Sessions successful |
| Lead Worker Academy (Various Trainers) | October 3, 10, 17 & 24  April 1, 15, 22 & 29 2014 | City of San Mateo  County of SM | (Twice)  Sessions successful. Panel members videoed in the April Academy for all member meeting |
| Introduction to Supervision (Jim Delia) | January 2014  1/15/14  April 9, 2014 | Daly City  **Sam Trans** | (Twice)  Sessions successful |
| Business Writing for Results (Barbara Nelson) | November 5 & 6, 2013  April 16 & 17, 2014 | City of Belmont  City of San Mateo | (Twice)  Sessions successful |
| **NEW** – Customer Service (Beth Weisberg) | May 20, 2014 | Foster City | (Once)  Session went well |
| Effective Public Speaking and Presentations (Gloria Cohn) | January 14, 2014 (8:30 – 4:30) & January 15, 2014(8:30 – 12:30)  May 29 & 30, 2014 | San Mateo County  East Palo Alto | Twice |
| Time Management (Pat Haddock**)** | December 2013  12/11/13  June 3, 2014 | City of Brisbane  Woodside | (Twice)  Sessions successful |
| **NEW** Career Development (Anne/Maria and Randy Schwartz) | June 4, 2014  October | Hillsborough | Once  Session Successful  Maria reported Los Altos will be training this session in October |
| JJ Keller Health & Safety (San Mateo County) | Coming in May | Each Member Agency | Marketing – Available March 2013 – Sept 2014 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne sent e-mail to all working committee members to provide update/confirmation of url for EEO policy. Training being reloaded. Leah provides members with. emtrain Contact info: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |
| Skill Soft Online (San Mateo County) | Coming in August | Each Member Agency | 40 courses in a variety of subjects  Available July 2013 – June 2014 |

* Proposed Fall training was reviewed and updates provided by committee members. Governing Board to meet in early July to review proposed curriculum and budget.
* Anne is drafting the Fall Training Session Brochure in preparation for marketing.
* 2013/14 Workforce Report was discussed briefly. Anne is sending reminders to all who hosted to submit their data. Anne will be working on report in July and August.
* November’s Annual member meeting was discussed. Proposed date is Thursday, November 13, 2014 from 2:00 p.m. – 3:30 p.m. Meeting to be held at the City of San Mateo’s Public Library
* “Hosting buddies” was discussed due to the numerous coordination activities for new hosts. Working Committee members identified “hosting buddy” assignments for the upcoming new hosts/sessions.

* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Monday, July 10, 2014 from 2:00 p.m. – 4:30 p.m. at the City of Belmont.

Agenda Items include:

* Fiscal Update: Leah will provide cost/budget projections
* Updates re: coordination of proposed new Fall sessions (as well as frequency of offerings) and hosting process/assignments - All
* Buddy assignments to be identified/confirmed to support new hosts - All
* Finalize Fall Curriculum - All
* Fall Brochure Update - All
* Work Force Report Update – Anne
* Annual General Meeting - All
* Helen Putnam Award Update – Leah
* Proposals to Transforming Local Government and City Managers Conferences - All

***July 10, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 25, Oct 9 & 21, Nov 6 & 20, Dec 4 & 16 & Jan 8, 2014  March 11 & 26, April 2 & 23, May 8 & 14, June 3 & 19 2014  Sept 18, Oct 1, 15, & 29, Nov 19 & Dec 3, January 7, 2015 | City of Redwood City  City of Daly City  City of Redwood City | (Twice)  Completed  Academy very successful  Just finalized the brochure. Getting ready to market |
| Public Sector Leadership Academy (Various) | Aug 14, & 27, Sept. 11 & 25, Oct 9 & 23, Nov 5 & 20, 2014  Aug14, 27, & Sept 11, 25 & Oct 9, 23 & Nov 5, 20, 2014 | San Mateo County  San Mateo County | (Once Yearly)  Marketing – Soft and hard copy fliers  Good response – approximately 50 + requested enrollment |
| Lead Worker Academy (Various Trainers) | October 3, 10, 17 & 24  April 1, 15, 22 & 29 2014  Sept 4, 11, 18, 25, 2014  January 14, 21, 28 & Feb 4, 2015 | City of San Mateo  County of SM  Foster City  Belmont | (Four)  FC will start marketing next week |
| **NEW -** Let’s Talk Finance | Oct 15, 2014 | Foster City | Pilot |
| **NEW** – Understanding Long-Term Financial Liabilities | Oct 15, 2014 | Foster City | Pilot |
| Mastering Effective Conversations *(J Schultz)* | Sept 10, 2013  Feb 19, 2014 | Daly City  Brisbane | No offerings in Fall 2014 |
| Introduction to Supervision (Jim Delia) | January 2014  1/15/14  April 9, 2014  Nov 6, 2014 | Daly City  Sam Trans  Sam Trans | (Twice)  Buddy: Belmont |
| Writing for Results (Barbara Nelson) | November 5 & 6, 2013  April 16 & 17, 2014  Dec 1 & 3, 2014 | City of Belmont  City of San Mateo  Central Fire | (Twice)  Buddy: RWC |
| Customer Service (Beth Weisberg) | May 20, 2014  Oct 22, 2014 | Foster City  Daly City | (Twice) |
| Effective Public Speaking and Presentations (Gloria Cohn) | January 14, 2014 (8:30 – 4:30) & January 15, 2014(8:30 – 12:30)  May 29 & 30, 2014  Fall 2014 **TBD**  Jan 15 & 16, 2015 | San Mateo County  East Palo Alto  **East Palo Alto**  City of San Mateo | (Four)  Buddy: Leah -Dates needing to be confirmed |
| Time Management (Pat Haddock**)** | December 2013  12/11/13  June 3, 2014  Sept 23, 2014 | City of Brisbane  Woodside  Burlingame | (Twice)  Buddy: Chris |
| **NEW -** Marketing and Branding Yourself in a Competitive World (Greg & Rumi) | June 4, 2014  October 23, 2014 | Hillsborough  Hillsborough | Twice  Previous Career Dev with Anne and Randy  Buddy: Maria working with both Hillsborough and Los Gatos |
| JJ Keller Health & Safety (San Mateo County) | Coming in May | Each Member Agency | Marketing – Available to Sept 2016 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne sent e-mail to all working committee members to provide update/confirmation of url for EEO policy. Training being reloaded. Leah provides members with. emtrain Contact info: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |
| Skill Soft Online (San Mateo County) | Coming in August | Each Member Agency | 40 courses in a variety of subjects  Available July 2013 – June 2014 |

* Fiscal report: Leah provided a fiscal update
* Governing Board: Anne and Leah provided update from the July 7, 2014 meeting. Governing Board approved Fall curriculum and budget
* Fall Curriculum: Proposed Fall training was reviewed and finalized.
* Fall Training Brochure: Anne provided a draft of the Fall Brochure. Anne will finalize next week.
* Workforce Report 2013/14: Workforce Report was discussed briefly. Anne will be working on report and providing a draft in late August
* Annual Meeting: November’s Annual member meeting was discussed. Confirmed date is Thursday, November 13, 2014 from 2:00 p.m. – 3:30 p.m. Meeting to be held at the City of San Mateo’s Public Library. Focus will be on the value/benefits of Consortium membership and the Lead Wkr Academy. Additionally Anne is inviting Don Maruska to present Take Charge of Your Talent.
* Support to new members: “Hosting buddies” was discussed due to the numerous coordination activities for new hosts. Working Committee members confirmed “hosting buddy” assignments for the upcoming new hosts/sessions.

* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Monday, August 4 , 2014 from 12:00 p.m. – 2:00 p.m. at Foster City

Agenda Items include:

* Annual Membership Update - Leah
* Review of finalized Fall brochure
* Work Force Report Update – Anne
* Annual General Meeting - All
* Helen Putnam Award Update – Leah
* Proposals to Transforming Local Government and City Managers Conferences - Shawnna

***August 4, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 18, Oct 1, 15, & 29, Nov 19 & Dec 3, January 7, 2015 | City of Redwood City | (Twice)  Completed  Marketing/Enrollment Process |
| Public Sector Leadership Academy (Various) | Aug14, 27, & Sept 11, 25 & Oct 9, 23 & Nov 5, 20, 2014 | San Mateo County | (Once Yearly)  Kick Off next week |
| Lead Worker Academy (Various Trainers) | Sept 4, 11, 18, 25, 2014  January 14, 21, 28 & Feb 4, 2015 | Foster City  Belmont | (Four)  Marketing/Enrollment process |
| **NEW -** Let’s Talk Finance | Oct 15, 2014  (a.m. session) | Foster City | Pilot |
| **NEW** – Understanding Long-Term Financial Liabilities | Oct 15, 2014  (p.m. Session) | Foster City | Pilot |
| Introduction to Supervision (Jim Delia) | Nov 6, 2014 | Sam Trans | (Twice)  Buddy: Belmont |
| Writing for Results (Barbara Nelson) | Dec 1 & 3, 2014 | Central Fire | (Twice)  Buddy: RWC |
| Customer Service (Beth Weisberg) | Oct 22, 2014 | Daly City | (Twice) |
| Effective Public Speaking and Presentations (Gloria Cohn) | Oct 21 & 22, 2014  Jan 15 & 16, 2015 | EPA  City of San Mateo | (Four)  Buddy: Leah |
| Time Management (Pat Haddock**)** | Sept 23, 2014 | Burlingame | (Twice)  Buddy: Chris |
| **NEW -** Marketing and Branding Yourself in a Competitive World (Greg & Rumi) | October 23, 2014 | Hillsborough | (Twice)  Buddy: Maria |
| JJ Keller Health & Safety (San Mateo County) | Available through Sept 2016 | Each Member Agency | Marketing – Available to Sept 2016 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne sent e-mail to all working committee members to provide update/confirmation of url for EEO policy. Training being reloaded. Leah provides members with. emtrain Contact info: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |

* Annual Membership Renewal: Leah provided an update and distributed the renewal/membership letter for feedback
* Fall Brochure: Anne distributed the new Fall 2014 brochure and will follow up with electronic mailings/marketing
* Review of marketing, hosting and buddy assignments: Working Committee designated buddies to follow up with the new hosting agencies to offer support/guidance.
* Workforce Data: Anne started drafting report and hopes to have a draft by September for the committee to review. Leah is working on the budget updates in the report.
* Take Charge of Your Talent Program: Anne provided an update. She is working with South SF, Mich to host in Spring 2015. Anne is working with Don and Leah will be drafting a contract for the Governing Board to review.
* Annual Meeting (Nov 13, 2014 2:00 p.m. – 3:30 p.m.): November’s Annual member meeting was discussed. Anne provided updates re: Don Maruska’s video presentation (pre-recorded) and the April 2014 Lead Worker video. Anne reminded the committee that the focus will be on the value/benefits of Consortium membership and the “Take Charge of Your Talent” program as well as the Lead Wkr. Academy.

* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Monday, August 25 , 2014 from 10:00 p.m. – 12:00 p.m. in Foster City

Agenda Items include:

* Annual Membership Update – Leah
* Marketing/Hosting & Buddy Updates - All
* Workforce Data Update – Anne and Leah
* Take Charge of Your Talent Program – Anne and Leah
* LMS Train the Trainer Meeting to be scheduled in January 2015 - All
* Annual General Meeting (Agenda, Presenters, Videos, Materials, Food, Logistics, Door Prizes, Take Charge of Your Talent Book etc.) – All

***August 25, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2013-14**:

|  |  |  |  |
| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 18, Oct 1, 15, & 29, Nov 19 & Dec 3, January 7, 2015 | City of Redwood City | (Twice)  32 currently enrolled  Linda recommended offering 3 times per year.  All agreed. |
| Public Sector Leadership Academy (Various) | Aug14, 27, & Sept 11, 25 & Oct 9, 23 & Nov 5, 20, 2014 | San Mateo County | (Once Yearly)  Kick Off was successful – 50+ enrolled |
| Lead Worker Academy (Various Trainers) | Sept 4, 11, 18, 25, 2014  January 14, 21, 28 & Feb 4, 2015 | Foster City  Belmont | (Four)  Enrollment completed. Kick Off next week |
| Time Management (Pat Haddock**)** | Sept 23, 2014 | Burlingame | (Twice)  Marketing  Buddy: Chris |
| **NEW -** Marketing and Branding Yourself in a Competitive World (Greg & Rumi) | October 23, 2014 | Hillsborough | (Twice)  Buddy: Maria  Marketing being planned |
| **NEW -** Let’s Talk Finance | Oct 15, 2014  (a.m. session) | Foster City | Pilot  Marketing |
| **NEW** – Understanding Long-Term Financial Liabilities | Oct 15, 2014  (p.m. Session) | Foster City | Pilot  Marketing |
| Effective Public Speaking and Presentations (Gloria Cohn) | Oct 21 & 22, 2014  Jan 15 & 16, 2015 | EPA  City of San Mateo | (Four)  Marketing being planned  Buddy: Leah |
| Customer Service (Beth Weisberg) | Oct 22, 2014 | Daly City | (Twice)  Marketing being planned |
| Introduction to Supervision (Jim Delia) | Nov 6, 2014 | Sam Trans | (Twice)  Cora (Buddy) reported she is following up with Sam Trans |
| Writing for Results (Barbara Nelson) | Dec 1 & 3, 2014 | Central Fire | (Twice)  Buddy: RWC |
| JJ Keller Health & Safety (San Mateo County) | Available through Sept 2016 | Each Member Agency | Marketing on hold until mid Sept due to Cornerstone’s new release – Available to Sept 2016 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne sent e-mail to all working committee members to provide update/confirmation of url for EEO policy. Training being reloaded. Leah provides members with. emtrain Contact info: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |

* Annual Membership Renewal and Invites to the Annual Member Meeting: Leah will be finalizing both and sending out in the next few weeks
* Fall Brochure/Marketing Updates: Anne mailed and electronically sent out the brochure to all members. Anne is holding on marketing the new online JJ Keller Health and Safety library until Cornerstone’s new release is out in mid-September. Anne to update User Guides and screen shots.
* LMS Online System Administrator Training: Members requested refresher training in late January (Jan 22 or 29 for 2 hours) Anne will coordinate.
* Workforce Data: Anne drafted the report and Leah is drafting the budget information. Anne will submit to Donna for her review.
* Take Charge of Your Talent Program: Anne confirmed the dates for the Spring: Wednesday, March 4 from 8:30 a.m. – 11:30 a.m.; April 8 from 8:30 – 10:30am and May 6 from 8:30 – 10:30am. Leah is drafting the Don’s Contract.
* Annual Meeting (Nov 13, 2014 2:00 p.m. – 3:30 p.m.): Agenda was reviewed. Shawnna offered to purchase the books for the members as well as cover the raffle prize by creating tickets for free seats to the Leadership, Supervisor and Lead Worker Academies. Anne is working on the Lead Worker Academy video, member materials and photos.

* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Monday, September 25 , 2014 from 2:00 p.m. – 4:30 p.m. in Foster City

Agenda Items include:

* Annual Membership Renewal and Annual Meeting Invitations – Leah
* Don Maruska’s Contract Update – Leah
* Workforce Report Update – Anne/Leah
* LMS Training in January – Anne/All
* JJ Keller Marketing Update - Anne
* Consortium Website – Anne/All
* Annual General Meeting (Agenda, Presenters, Videos, Materials, Food, Logistics, Raffle Prizes, Take Charge of Your Talent Books etc.) – All

***September 25, 2014 Meeting***

* **Discussion & Updates of Programs for FY 2014-15**:

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| --- | --- | --- | --- |
| **PROGRAM** | **TENTATIVE DATE** | **COORDINATOR** | **# & Updates** |
| Public Sector Supervisory Academy (Various) | Sept 18, Oct 1, 15, & 29, Nov 5, Dec 3, January 7, 14 2015 | City of Redwood City | (Twice)  All going well |
| Public Sector Leadership Academy (Various) | Aug14, 27, & Sept, 25 & Oct 9, 23, 28 & Nov 5, 20, 2014 | San Mateo County | (Once Yearly)  All going well. Discussion re: changing the sessions/speakers in 2015 |
| Lead Worker Academy (Various Trainers) | Sept 4, 11, 18, 25, 2014  January 14, 21, 28 & Feb 4, 2015 | Foster City  Belmont | (Four)  Graduation session today – Good feedback. Chris reported we will need new panelists as current panelists are unable to continue |
| Time Management (Pat Haddock**)** | Sept 23, 2014 | Burlingame | (Twice)  Session went well |
| **NEW -** Marketing and Branding Yourself in a Competitive World (Greg & Rumi) | October 23, 2014 | Brisbane | (Twice)  Going well |
| **NEW -** Let’s Talk Finance | Oct 15, 2014  (a.m. session) | Foster City | Pilot  Seats full |
| **NEW** – Understanding Long-Term Financial Liabilities | Oct 15, 2014  (p.m. Session) | Foster City | Pilot  Most seats full |
| Effective Public Speaking and Presentations (Gloria Cohn) | Oct 21 & 22, 2014  Jan 15 & 16, 2015 | EPA  City of San Mateo | (Four)  Buddy: Leah |
| Customer Service (Beth Weisberg) | Oct 22, 2014 | Daly City | (Twice)  All going well |
| Introduction to Supervision (Jim Delia) | Nov 6, 2014 | Sam Trans | (Twice)  Cora (Buddy) reported she is following up with Sam Trans |
| Writing for Results (Barbara Nelson) | Dec 1 & 3, 2014 | Hillsborough/Central Fire | (Twice)  Buddy: Leah |
| Take Charge of Your Talent - **NEW** | Spring 2015  March 4 8:30 – 11:30  April 8 8:30 – 10:30  May 6 8:30 – 10:30 | So SF  SMCO | (One offering)  Buddy: Anne |
| JJ Keller Health & Safety (San Mateo County) | Available through Sept 2016 | Each Member Agency | Marketing on hold until mid Sept due to Cornerstone’s new release – Available to Sept 2016 |
| AB1825 – Online Sexual Harassment | Agreement to be extended |  | Anne sent e-mail to all working committee members to provide update/confirmation of url for EEO policy. Training being reloaded. Leah provides members with. emtrain Contact info: Ryan Person  New rate is $16.20 per license  March 2013 - 2015 |

* Annual Membership Renewal and Invites: Leah is waiting to hear if annual meeting is confirmed for Nov 13. She expects to learn shortly and will notify committee and send out invitations.
* Take Charge of Your Talent Program – Leah is finalizing contract and will have update at the next meeting
* Workforce Report Update – Anne and Leah submitted for Donna’s review
* LMS Online System Administrator Training: Anne to schedule a training date late January 2015
* JJ Keller Update – Anne advertised and sent information to all members in September
* Consortium Website – Anne developed with County’s IT support a website. The Website link was sent to the Committee for their review and feedback. Committee will be reviewing the site and sending Anne feedback and corrections/updates to the materials/tools.
* November Annual Meeting – Leah to confirm date. Anne drafted an Agenda. Anne also forwarded the committee a draft Lead Worker Academy video to review in preparation for the meeting in November. Anne will be working with Don on his presentation and marketing materials once Leah finalizes the contract. Shawwnna is ordering books and is working on the raffle
* EmTrain – Committee discussed new Bullying/Abusive Conduct AB2053 requirement which will take effect January 1, 2015. Anne will follow up with EmTrain to get information on their plan to incorporate new content in AB1825.

* Identification of Next Steps, including the Date and Agenda for the next meeting: The next meeting is scheduled on Tuesday, October 28 , 2014 from 2:30 p.m. – 4:30 p.m. in Foster City

Agenda Items include:

* Annual Membership Renewal and Annual Meeting Invitations – Leah
* Don Maruska’s Contract Update – Leah
* Workforce Report Update – Anne/Leah
* LMS Training in January – Anne/All
* AB2053 Update - Anne
* Consortium Website/Feedback and Corrections – Anne/All
* Lead Worker Video – Anne/All
* Finalize coordination/assignments for the Annual General Meeting (Agenda, Presenters, Videos, Materials, Food, Logistics, Raffle Prizes, Take Charge of Your Talent Books etc.) – All