COUNTY OF ERIE

MARK C. POLONCARZ
COUNTY EXECUTIVE

September 24, 2013

Erie County Legislature
92 Franklin Street – 4th Floor
Buffalo, New York 14202

Re: **Developing Professionals -Award of Professional Services Contract for Employee Training – Division of Highways**

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to enter into a contract for professional services for a DiSC Assessment Workshop and a Train the Trainer program for the Division of Highways' supervisory personnel, including district engineers.

Should your Honorable Body require further information, I encourage you to contact the Department of Public Works, Office of the Commissioner. Thank you for your consideration on this matter.

Sincerely,

Mark C. Poloncarz, Esq.
Erie County Executive

Enclosure
MCP/dab

cc: John C. Loffredo, Commissioner Dept. of Public Works

MEMORANDUM

To:	Honorable Members of the Erie County Legislature
From:	Erie County Department of Public Works-Highway Division
Re:	Developing Professionals -Award of Professional Services Contract for Employee Training
Date:	September 24, 2013

SUMMARY

The goal of this program is to enhance the supervisory effectiveness of team members through a personal assessment tool used to improve work productivity, teamwork and communication. A DiSC personal assessment is non-judgmental and helps people recognize, discuss, and understand their behavioral differences. Team members will complete an online assessment and feedback will be given at the workshop. After the completion of the workshop, and should the training prove to be effective in improving work productivity, teamwork and communication, the department may choose to train facilitators (Train the Trainer) in the DiSC system to provide training for additional employees.

FISCAL IMPLICATIONS

Department of Public Works/Highways available funds in Business Area 123, Fund 210, G/L 516020 Professional Service Contracts in the amount of $8,500 will be utilized to fund this program.

REASONS FOR RECOMMENDATION

The County has been conducting training for supervisory and mid-level managers in various County departments using a mix of County personnel in various departments, coordinated by the Department of Personnel.

The Division of Highways, which has five outlying, semi-autonomous highway districts and staff, believes it is necessary to expand on this training process. The DiSC Personal Profile System will allow participants to assess their own style and identify plans for improving interpersonal communications, teamwork, and personal effectiveness. As the result of an RFP, an appropriate vendor, Developing Professionals, has been chosen as the lowest responsible bidder to provide this service. The rating sheet is attached to this communication as Attachment A.

BACKGROUND INFORMATION

The Department of Public Works/Highways is a diverse division that requires all members to work collaboratively in accomplishing its work. DWP/Highways also must work collaboratively with multiple departments/offices. Training goals include providing a DiSC Personal Profile to help supervisors manage more effectively by: increasing their self-knowledge and understanding of others; learning how to adapt styles to improve relationships; fostering constructive and creative group interactions; facilitating better teamwork; and minimizing conflicts. Training offer opportunities for professional and personal development, and we strive to provide a

harmonious work environment while seeking a reduction of legal costs due to fewer complaints, grievances, and lawsuits.

CONSEQUENCES OF NEGATIVE ACTION

The Department of Public Works/Highway's supervisors will not receive training that will enhance the effectiveness to communicate in an effective manner.

STEPS FOLLOWING APPROVAL

The Erie County Department of Public Works/Highways will take the necessary steps to execute the appropriate contract with the selected vendor.

A RESOLUTION SUBMITTED BY:
DEPARTMENT OF PUBLIC WORKS, DIVISION OF HIGHWAYS

RE: Developing Professionals - Award of Professional Services Contract for Employee Training

WHEREAS, the Erie County Department of Public Works/Highways is required to work collaboratively both internally and externally; and

WHEREAS, appropriate training will be used to improve work productivity, teamwork and communication; and

WHEREAS, this training includes a DiSC personal assessment to enhance supervisory practices; and

WHEREAS, the selection process has determined that Developing Professionals is the most appropriate firm to provide content for a DiSC assessment; and

WHEREAS, the Erie County Department of Public Works/Highways has funds allocated in their 2013 budget to pay for the professional services contract.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into a contract with Developing Professionals for the provision of DiSC workshop for employee training; and be it further

RESOLVED, that should the Department of Public Works find the DiSC assessment to be an effective training tool, the department may initiate a DiSC Train the Trainer program in a larger scope, subject to available funds; and be it further

RESOLVED, that the funding for this program in the amount of $8,500 is available from 2013 Budget Business Area 123, Fund 210, G/L Account 516020 for Professional Services; and be it further

RESOLVED, that two certified copies of this resolution be sent to the Department of Public Works, Office of the Commissioner, and one copy each to the Office of the County Executive, the Division of Budget, Management and Finance, the Office of the Comptroller, the Department of Purchase and the Department of Personnel.