

SUSPENSION



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

July 13, 2016

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

Re: Award of Professional Services Contract for Employee Training

Dear Honorable Members:

Attached please find a resolution and accompanying memorandum authorizing the County Executive to enter into contracts for professional services for leadership and supervisory training.

Should your Honorable Body require further information, please contact Erie County Commissioner of Personnel David Palmer. Thank you for your consideration on this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.
Erie County Executive

MCP/jr
Enclosure

cc: David Palmer, Commissioner of Personnel

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MEMORANDUM

To: Honorable Members of the Erie County Legislature
From: Erie County Department of Personnel
Re: Award of Professional Services Contract for Employee Training
Date: July 13, 2016

SUMMARY

Authorization is requested for the Department of Personnel to enter into contracts with vendors Developing Professionals and the Illuminare Group, for the provision of management and supervisory training and/or DiSC personal assessment workshops for County employees.

FISCAL IMPLICATIONS

Available funds within the Department of Personnel will be utilized to fund this program. No additional County funds are required.

REASONS FOR RECOMMENDATION

A request for proposals was conducted by the Department of Personnel for providers for management and supervisory training. The Department of Personnel selected two vendors, Developing Professionals and the Illuminare Group to provide supervisory and management training including a DiSC assessment, which will allow participants to receive training and understand their own behavioral style. These programs will help participants identify steps to develop and flex leadership styles, improve interpersonal communications, teamwork, and their personal effectiveness.

BACKGROUND INFORMATION

In Erie County government, which is comprised of many dynamic and diverse departments, there is a continuous need for supervisors and managers to gain new insight, knowledge and skills to manage their departments. There is also a constant need to train new supervisors/managers as they are promoted, as well as reviewing procedures and best practices. The Personnel Department Learning and Development training unit seeks collaborative opportunities, both internally and externally to offer programs that enhance the leadership effectiveness of Erie County departments. The supervisory and management training includes a personal assessment tool used to increase self-awareness and improve leadership, work productivity, teamwork and communication. The Department of Personnel currently delivers the supervisory and management training by internal and external trainers, and uses DiSC, which is a behavioral assessment tool based on personality and environment. This assessment tool helps leaders to 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. Supervisors and managers strive to engage, communicate, motivate and coach their staff to reach

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objectives of their departments, while seeking a respectful environment and reducing the incidents of complaints, grievances, and lawsuits.

Situational Leadership is a leadership style and refers to when the leader or manager must adjust his style to fit the development level of the followers he is trying to influence. All supervisors, manager and senior administrators need to achieve knowledge and skills in directing staff activities, delegation of tasks, providing accountability, problem solving, and coaching staff who are at varying levels of skills and knowledge. Situational Leadership skills require the understanding and application of flexing personal leadership styles.

CONSEQUENCES OF NEGATIVE ACTION

Erie County personnel will not receive training that will enhance their effectiveness to provide leadership, engage, motivate, and communicate in an effective manner.

STEPS FOLLOWING APPROVAL

The Department of Personnel will take the necessary steps with the Department of Law to execute the appropriate contracts with the selected vendors.

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A RESOLUTION SUBMITTED BY: DEPARTMENT OF PERSONNEL

RE: Award of Professional Services Contract for Employee Training

WHEREAS, the Department of Personnel was allocated funds in their 2016 budget to facilitate the professional education and training of employees; and

WHEREAS, the Department of Personal wishes to engage vendors to provide professional services including various supervisory and management training and DiSC assessment workshops to improve productivity, teamwork and communication and enhance supervisory/leadership practices.

NOW, THEREFORE, BE IT

RESOLVED, that the Erie County Legislature does hereby authorize the County Executive to enter into a contracts with Developing Professionals and the Illuminare Group for the provision of management and supervisory training and/or DiSC personal assessment workshops; and be it further

RESOLVED, that funding for the retention of these vendors is available and may be appropriated within the Department of Personnel, Fund Center 161, Account 510200 (Education and Training); and be it further

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