

**SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

914



**FROM:** Department of Public Social Services

**SUBMITTAL DATE:**  
January 17, 2006

**SUBJECT:** Approval of FY 05/07 Staff Development Trainers

**RECOMMENDED MOTION:** That the Board of Supervisors approves and:

1. Authorizes the Purchasing Agent to contract on behalf of the Department of Public Social Services not to exceed an aggregate maximum of \$100,000 for Staff Development Trainers listed on Attachment A without securing competitive bids per ordinance 459.4.
2. Exempts the Purchasing Agent from the requirement of sole source contract when adding Staff Development trainers to the existing list of vendors within the contract maximum amount.
3. Authorizes the Director of DPSS to administer the terms of the agreement.

**BACKGROUND:** Being an organization of 3,000 employees, it is necessary for DPSS to secure trainers that meet the goals of the organization, provide the expertise needed to train DPSS employees so they can better serve the community, and be available to work with DPSS to meet the organizational training needs of the future. In addition, DPSS is seeking to improve its capability to meet ongoing training needs as the year develops, and to ensure that each employee receives the same performance-oriented training.

(CONTINUED – 3 Pages in total)

*Cynthia Hinckley*  
Cynthia Hinckley, Director

<b>FINANCIAL DATA</b>	Current F.Y. Total Cost:	\$100,000	In Current Year Budget:	YES
	Current F.Y. Net County Cost:	\$5,100	Budget Adjustment:	NO
	Annual Net County Cost:	\$5,100	For Fiscal Year:	05/06

<b>SOURCE OF FUNDS:</b> Federal – 50.8%, State – 34.1, County – 5.1%, Realign – 10%	<b>Positions To Be Deleted Per A-30</b>	<input type="checkbox"/>
	<b>Requires 4/5 Vote</b>	<input type="checkbox"/>

**C.E.O. RECOMMENDATION:**

**APPROVE**

**County Executive Office Signature**

*Dan Marting*

Purchasing: *M. Debi* Assistant Director  
 Departmental Concurrence  
 Polity  Polity   
 Consent  Consent   
 Dep't Recomm.: Per Exec. Ofc.:

**Prev. Agn. Ref.:** | **District:** All | **Agenda Number:**

3.15

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**BACKGROUND Continued**

DPSS' past experience in soliciting bids for these services has resulted in single source or no response. The training that DPSS requires is specialized and demands trainers who have subject matter expertise. The list of trainers are all knowledgeable in his or her topic areas, have extensive background working with social services agencies and are familiar with Riverside County Social Services in particular. Additionally, DPSS, as part of its Leadership Initiative, has elected to use the DISC Behavioral Profile, which focuses on the diversity of behavioral talents and how behavior affects team working relationships and the accomplishment of job tasks. Contractors proposed to train employees in this program have extensive knowledge working with both the Behavior Profile and social services agencies.

The Department of Public Social Services (DPSS) is required to provide Induction classes for new employees who are hired into the classifications of Social Workers, Eligibility Technicians, and GAIN Counselors. These classes are offered on a regular basis. It is important from a consistency and performance-based perspective that the Trainees during Induction receive the same information. As a result, the Department elects to utilize the same consultants for each Induction class who are not only knowledgeable in their topical areas but also have extensive background in working with Social Services Agencies. Having consistent trainers maximizes the effectiveness of DPSS staff and in turn results in better service to the public.

DPSS does not anticipate exceeding \$100,000 for contracted training 05/06 fiscal year. Even though the total budget will not exceed \$100,000, a single trainer may exceed \$25,000 depending on the department need.

**PRICE REASONABLENESS:**

The rates charged by these trainers are comparable to rates charged by Los Angeles and San Bernardino County for its training programs. It would be difficult for most vendors to successfully compete for training dollars unless they had a specialty in the programs that Riverside County is providing to the public. To have a training vendor come in to re-design their curriculum would not be cost effective or give Riverside County the best training possible.

DPSS believes that a proven training track record is in the best interest of the public as it is highly unlikely that any competing vendor could provide an acceptable alternative at a competitive cost within a reasonable timeframe.

**FINANCIAL DATA:** Federal – 50.8%, State – 34.1, County – 5.1%, Realign – 10%

**CONCUR/EXECUTE:** County Purchasing

**CH:jh**

## ATTACHMENT A

These consultants have extensive knowledge with working with both the Behavior Profile and Social Services Agencies.

Lynn Amabile "Interviewing Skills"  
During Child Protective Services (CPS) Social Worker intake, how to interview children and their families becomes a critical component of child protection.

Carol Bittman "Dynamics of Sexual Abuse"  
Social Workers are required to go through training on how to identify sexual abuse. Training focus is on how to create a case plan and prepare notes for court.

Raymond Buriel "Latino American Cultural Perspective"  
Social Worker and Eligibility Technicians need to understand the Latino culture, the importance of family and how Latino families play a role in the community.

Susan Culbertson "ID Physical Abuse," "Domestic Violence"  
Training focuses on Social Worker investigating, case note preparation and effective court documents.

Nancy Dittmore "Effective Business Writing"  
This training is made available to all DPSS staff with emphasis on writing interoffice correspondence, communication, writing to the general public, and e-mail.

Bully Ray Enterp./Mitz Robinson "Canine Training"  
Often Social Workers are required to go to homes where dogs are present. Social Workers need to know how to enter a home to avoid liability and what distraction techniques to use.

Craig Jackson "Legal Issues"  
Mr. Jackson has a Masters in Social Work and has a law degree. He effectively communicates the legal issues behind filing in court to help prevent the County from incurring liability due to a poor filing.

Sidney Lemelle "African American Cultural Perspective"  
Training focuses on teaching Social Workers the cultural issues and perspective of the African American community so they may effectively work with families.

Joseph Newell "DISCovering Team Strengths and Talent"  
As part of its Leadership Initiative, DPSS has elected to use the DISC Behavioral Profile, which focuses on the diversity of behavioral talents and how behavior affects team working relationships and the accomplishment of job tasks. Jo Newell's organization "Ideas2B" is the most effective trainer of this method.

Information Mapping "Writing Policy"  
Information Mapping provides the current format (registered) for writing policy at DPSS. When new policy writers are needed, it is necessary to have each writer register with Information Mapping to use their system.