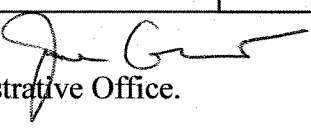


**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

| | | |
|---|---|--|
| (1) DEPARTMENT County Admin Office | (2) MEETING DATE June 8, 2010 | (3) CONTACT/PHONE Geoff O'Quest, 781-5011 |
| (4) SUBJECT Request to approve recommended responses to the 2010 Grand Jury report title "Progressive Discipline: Policy and Performance" and forward this response to the Presiding Judge of the Superior Court by June 29, 2010. | | |
| (5) SUMMARY OF REQUEST The San Luis Obispo County Grand Jury has released its FY 2009-10 Final Report. Among the topics investigated was "Progressive Discipline of County Staff: Policy and Performance." Both the Department of Human Resources and the County Board of Supervisors are directed to respond to the Grand Jury's recommendations. Responses are due to the Presiding Judge, with a copy sent to the Grand Jury, by June 29, 2010. | | |
| (6) RECOMMENDED ACTION It is recommended that your Board adopt the responses to the Grand Jury Report on "Progressive Discipline of County Staff: Policy and Performance" prepared by staff, and that the adopted responses be forwarded to the Presiding Judge of the San Luis Obispo Superior Court by June 29, 2010, with a copy sent to the Grand Jury. | | |
| (7) FUNDING SOURCE(S) N/A | (8) CURRENT YEAR COST N/A | (9) ANNUAL COST N/A |
| (10) BUDGETED? <input type="checkbox"/> No <input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A | | |
| (11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): The Human Resources Department has contributed to this report. | | |
| (12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? ____ <input type="checkbox"/> Permanent ____ <input type="checkbox"/> Limited Term ____ <input type="checkbox"/> Contract ____ <input type="checkbox"/> Temporary Help ____ | | |
| (13) SUPERVISOR DISTRICT(S) <input type="checkbox"/> 1st, <input type="checkbox"/> 2nd, <input type="checkbox"/> 3rd, <input type="checkbox"/> 4th, <input type="checkbox"/> 5th, <input checked="" type="checkbox"/> All | (14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A | (15) Maddy Act Appointments Signed-off by Clerk of the Board <input checked="" type="checkbox"/> N/A |
| (16) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____) | (17) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A | |
| (18) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A | (19) BUDGET ADJUSTMENT REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A | |
| (20) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) ____ N/A _____ | (21) W-9 <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | (22) Agenda Item History <input checked="" type="checkbox"/> N/A Date _____ |
| (23) ADMINISTRATIVE OFFICE REVIEW This item was prepared by the Administrative Office.  | | |

County of San Luis Obispo

COUNTY GOVERNMENT CENTER, RM. D430 • SAN LUIS OBISPO, CALIFORNIA 93408 • (805) 781-5011



JIM GRANT
INTERIM COUNTY ADMINISTRATOR

TO: Board of Supervisors

FROM: Geoff O'Quest, Administrative Analyst

DATE: June 8, 2010

SUBJECT: Request to approve recommended responses to the 2010 Grand Jury report title "Progressive Discipline: Policy and Performance" and forward this response to the Presiding Judge of the Superior Court by June 29, 2010.

RECOMMENDATION

It is recommended that your Board adopt the responses to the Grand Jury Report on "Progressive Discipline of County Staff: Policy and Performance" prepared by staff, and that the adopted responses be forwarded to the Presiding Judge of the San Luis Obispo Superior Court by June 29, 2010, with a copy sent to the Grand Jury.

DISCUSSION

The San Luis Obispo County Grand Jury has released its FY 2009-10 Final Report. Among the topics investigated was "Progressive Discipline of County Staff: Policy and Performance." Progressive discipline is a process designed to ensure the consistency, impartiality, and predictability of employee discipline. It uses increasingly formal feedback on an employee's work performance to help the employee improve and meet the expected level of performance.

The Grand Jury's report includes seven (7) findings and two (2) recommendations regarding progressive discipline within County government. Both the Department of Human Resources and the County Board of Supervisors are directed to respond to the Grand Jury's recommendations. Responses are due to the Presiding Judge, with a copy sent to the Grand Jury, by June 29, 2010.

Human Resources has reviewed the report and the responses from the Department are attached. The following responses have been prepared by staff for your Board's review and approval.

Grand Jury Recommendation #1:

The County should continue to require mandatory training in progressive discipline to all supervisors and managers.

Recommended Board of Supervisors Response:

The Board of Supervisors agrees with this recommendation. This recommendation has been implemented. All County supervisors and managers are required to take the Basic Supervisory Course, which includes instruction on progressive discipline.

Grand Jury Recommendation #2:

The amount of training should be increased and all supervisors and managers should, on a regular basis, receive a “refresher” training which reinforces the importance of the immediate supervisor for an effective Progressive Discipline program.

Recommended Board of Supervisors Response:

The Board of Supervisors agrees with this recommendation and it has been implemented. A refresher of the Basic Supervisory Course, which includes instruction on progressive discipline, is now offered quarterly. Additional courses are also under development to supplement the Basic Supervisory Course. Two new courses will be offered in FY 2010-11. The first focuses on Establishing Performance Standards. The second focuses on Performance Evaluation. A third course, focusing on progressive discipline, is also under development and is expected to be offered in FY 2011-12.

OTHER AGENCY INVOLVEMENT

The Human Resources Department has contributed to this report.

FINANCIAL CONSIDERATIONS

There are no financial considerations associated with this item.

RESULTS

Adoption of the findings and recommendations will fulfill the County’s obligation to respond to Grand Jury reports as specified in Section 933.05 of the California State Penal Code.

ATTACHMENTS

1. Human Resources Department response to the FY 2009-10 Grand Jury Report “Progressive Discipline of County Staff: Policy and Performance.”
2. The FY 2009-10 Grand Jury Report “Progressive Discipline of County Staff: Policy and Performance.”