

**JEFFERSON COUNTY
BOARD OF COUNTY COMMISSIONERS**

AGENDA REQUEST

TO: Board of County Commissioners
Philip Morley, County Administrator

DATE: June 28, 2010

SUBJECT: AGREEMENT re: Mandatory Training for County Employees, Peninsula College

STATEMENT OF ISSUE:

The Jefferson County Personnel Policy requires that employees receive diversity and anti-harassment training on hire with refresher classes every 2-3 years.

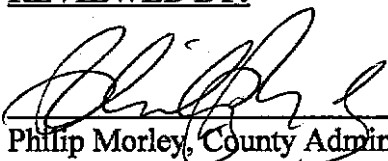
RECOMMENDATION:

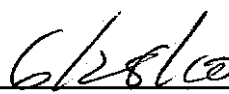
Four diversity classes and four anti-harassment classes have been scheduled. Two classes were held at the Sheriff's office, four classes will be held at Public Health, and two at the Courthouse.

FISCAL IMPACT:

\$4,000 for eight classes. This will be paid from the non-departmental training line.

REVIEWED BY:


Philip Morley, County Administrator


Date

AGREEMENT FOR TRAINING SERVICES

**Jefferson County
and
Peninsula College**

This Agreement is made and entered into by and between Jefferson County, 1820 Jefferson Street, Port Townsend, Washington 98368, herein referred to as the County, and Peninsula College, 1502 East Lauridsen Boulevard, Port Angeles, WA 98362, hereinafter referred to as the College. At the request of Erin Lundgren, Deputy Clerk, the College will provide training as detailed below.

SCOPE OF THE TRAINING

Peninsula College will deliver courses as shown on Attachment A.

DATES, TIMES, LOCATION, MATERIALS, AND CAPACITY

The workshops will be held in a location as indicated on Attachment A. Workshop dates may be altered at the request of Jefferson County within seven (7) working days of the scheduled date without change to this contract provided that the workshops are rescheduled within six months. Class size is limited to 20 participants. Price includes material provided by the instructor.

PRICE/PAYMENT

In consideration of the training, Jefferson County will be invoiced for the amounts shown on the attached schedule. The fee will cover all costs associated with the training, including instructor, course materials, and workshop coordination. A \$150.00 charge will be made for any classes canceled by the County within 48 hours of delivery. The College will submit an invoice to Jefferson County following the conclusion of each workshop. Payment will be made to the College within 30 days of receipt of invoice. All workshops are guaranteed for quality, and a full or partial refund will be made in the event of customer dissatisfaction.

ADDITIONAL TERMS AND CONDITIONS

Each party to this agreement shall be responsible for any and all claims, damages or other liability, including costs of defense and attorney's fees, arising out of the acts or omissions of its officers, employees and/or agents in the performance of its obligations under this contract. Neither party assumes responsibility for the consequences of any act or omission of any person, firm or corporation not a party to this agreement.

The College and its employees or agents performing under this Agreement are not employees or agents of Jefferson County. This Agreement shall only be amended by written mutual consent of both parties. Either party may terminate this Agreement by giving written notice to the other, at the addresses first noted herein, of such termination and specifying the effective date thereof at least seven (7) days before the beginning of each class. For the purposes of this contract the College representative is Bob Lawrence (360.417.6344) and the Jefferson County representative is Lorna Delaney (360.385.9122).

ACCEPTANCES

For PENINSULA COLLEGE

For JEFFERSON COUNTY

By: _____

By: _____

Title _____

Title _____

Date: _____

Date: _____

Approved as to form only:

David Alvaray 6/29/10
Jefferson Co. Prosecutor's Office

ATTACHMENT A
SCHEDULE OF CLASSES
JEFFERSON COUNTY, WASHINGTON

Workshop	Dates	Location	Price
ADA/Diversity Training	June 21, 2010 10:00am – 12:00-pm	Jefferson County Sheriff's Office	4 hours instruction @ \$250/hour = \$1,000
Anti-Harassment Training	June 21, 2010 1:00pm – 3:00pm		
ADA/Diversity Training	July 20, 2010 10:00am – 12:00-pm	Jefferson County Courthouse – First Floor Conference Room	4 hours instruction @ \$250/hour = \$1,000
Anti-Harassment Training	July 20, 2010 1:00pm – 3:00pm		
ADA/Diversity Training	July 22, 2010 10:00am – 12:00-pm	Jefferson County Public Health Office Conference Room	4 hours instruction @ \$250/hour = \$1,000
Anti-Harassment Training	July 22, 2010 1:00pm – 3:00pm		
ADA/Diversity Training	July 30, 2010 10:00am – 12:00-pm	Jefferson County Public Health Office Conference Room	4 hours instruction @ \$250/hour = \$1,000
Anti-Harassment Training	July 30, 2010 1:00pm – 3:00pm		
			Total = \$4,000

Invoices will be submitted at the conclusion of each workshop.

Bob Lawrence
 Director of Workforce Education
 Peninsula College

David Sullivan, Chair
 Commissioner
 Jefferson County