



Midpeninsula Regional
Open Space District

R-11-77
Meeting 11-19
July 13, 2011

AGENDA ITEM 7

AGENDA ITEM

Award of Contract with Minh Le of the Wilfred Jarvis Institute, Inc. for Management and Leadership Consulting Services

GENERAL MANAGER'S RECOMMENDATION

Authorize the General Manager to enter into a professional services contract with Minh Le of the Wilfred Jarvis Institute for an amount not to exceed \$50,000 to provide consulting services to enhance management, leadership, and organizational effectiveness.

SUMMARY

In September 2009, the Midpeninsula Regional Open Space District (District) evaluated three consultants to provide professional consulting services for management, leadership, and organizational development. The two finalists were Judy Levy and Wilfred Jarvis Institute and Judy Levy was selected. Judy Levy's services were used to accomplish some preliminary team-building work with staff and that scope of services has been completed. To move the District forward and prepare senior staff for the challenges of organizational change that will necessarily accompany the shift in priorities associated with the nearly complete District Strategic Plan, the Administration Department is now requesting Board approval to enter into a two-year professional services contract with the other finalist, Wilfred Jarvis Institute.

DISCUSSION

In 2009, the General Manager and the Department Managers identified a need for organizational consulting services to provide team-building and leadership development for the District's Management Team. Three consultants were considered: Judy Levy and Judith MacBrine, Minh Le of the Wilfred Jarvis Institute, and Jan Schroeder. The District selected and entered into an agreement with Judy Levy and Judith MacBrine. Several workshops with the Management Team were held in the fall and winter of 2009 to initiate team-building and the contracted scope of services has been completed.

The District is continuing to experience significant changes, driven both internally and externally, which are having impacts throughout the organization including: reduced revenues which necessitated a zero cost-of-living-adjustment (COLA) for staff this fiscal year; new organizational processes and procedures; development and implementation of a new District

Strategic Plan; a comprehensive Classification and Compensation Study and implementation of a new Integrated Accounting and Financial System.

Given the magnitude of these changes on the entire District, the General Manager and Management Team recently re-visited the desire for organizational consulting services. Strengthening the Management Team with organizational consulting will enable the entire Management Team to optimize its leadership effectiveness during this important period of organizational transition. Additionally, with all Department Manager positions and the District Clerk now filled with permanent appointments, the Leadership Team is in place and thus ready for team-building to maximize its ability to work together.

The General Manager was impressed by Minh Le in 2009, subsequently re-interviewed him twice during May 2011, and recommends retaining him for leadership and organizational consulting services for a two year contract totaling \$50,000.

FISCAL IMPACT

The cost of this two-year contract will be split over two fiscal years with \$25,610 paid out of the FY2011-12 budget and \$24,390 from the FY2012-13 budget. As part of the FY2011-12 Adopted Budget, \$10,000 was budgeted for organizational consulting services. The remaining \$15,610 is proposed to be covered by the General Manager's contingency which was budgeted at \$55,000 and has a remaining balance of \$49,901. The second year of the contract will be contingent upon Board approval of funding as part of the FY2012-13 budget.

PUBLIC NOTICE

Notice has been provided as required by the Brown Act. No additional notice is required.

CEQA COMPLIANCE

The proposed action is not a project under the California Environmental Quality Act (CEQA) and no environmental review is required.

NEXT STEP

Upon Board authorization, the General Manager will execute a contract with Wilfred Jarvis Institute for leadership and organizational development.

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