



Midpeninsula Regional
Open Space District

R-13-39
Meeting 13-08
March 13, 2013

AGENDA ITEM 5

AGENDA ITEM

Amend the Contract with Wilfred Jarvis Institute for Organizational and Leadership Consulting Services

GENERAL MANAGER'S RECOMMENDATIONS

Authorize the General Manager to amend the professional services contract with Wilfred Jarvis Institute as follows:

1. Increase the total contract amount by \$78,000 from \$100,000 to a not to exceed amount of \$178,000 for consulting services to enhance management, leadership, and organizational effectiveness.
2. Extend the contract by twelve months from March 31, 2013, to March 31, 2014.

SUMMARY

At its regular Board meeting on July 13, 2011, the Board of Directors (Board) approved a contract with Minh Le of the Wilfred Jarvis Institute for \$50,000 to provide professional consulting services for management, leadership, and organizational development (R-11-77). On August 22, 2012, the Board authorized an additional \$50,000 and expanded the scope of services (R-12-81). The contract expires on March 31, 2013, and in order to continue Mr. Le's services for another year, the contract term must be extended and the compensation increased to provide the services required by the District. Mr. Le's training and consultation with both the Board and the staff has been instrumental in developing new skills and insights and in helping the District successfully navigate this necessary and critical transition period.

DISCUSSION

The original two-year contract of \$50,000 with the Wilfred Jarvis Institute was approved by the Board on July 13, 2011 (R-11-77) for management, leadership, and organizational effectiveness consulting and included the following elements:

1. Management Team effectiveness development
2. One-on-one coaching for each member of Management Team
3. Meeting facilitation between members of Management Team
4. Organizational and leadership assessments
5. Leadership training

On August 22, 2012, the Board approved a contract amendment to provide additional services and increase the contract amount from \$50,000 to \$100,000 (Report R-12-81). The additional scope of services included:

1. Facilitating Board Retreats
2. Facilitating activities with and among Board Directors, Board Appointees and Management Team as needed
3. Conducting activities to increase capacity and organizational health, including:
 - a. Measuring leadership and organizational effectiveness
 - b. Training, coaching and facilitation of efforts to increase effectiveness including Four-Quadrant leadership, time management and effective meetings.
4. Assisting the organization in navigating through change

Continuing these services for FY2013-14 is estimated to cost \$78,000. It is recommended that the Board approve the contract extension to March 31, 2014, and additional compensation of \$78,000.

FISCAL IMPACT

The \$78,000 cost has been included in the FY2013-14 Proposed Annual Budget which was approved by the Board on March 13, 2013 (R-13-37).

BOARD COMMITTEE REVIEW

Board Committee review of this item is not required.

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 amend the contract with the Wilfred Jarvis Institute to revise the term and increase the contract amount.

Responsible Department Manager:
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Prepared by:
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Contact person:
Same as above