

County of Sonoma <b>Countywide Cost Saving Ideas</b>		<u>FOR OFFICIAL USE ONLY</u>
NAME OF ORGANIZATION CRA (ROV)		DATE RECEIVED
NAME OF PERSON SUBMITTING IDEA	WORK PHONE #	EMAIL
TITLE OR SUBJECT OF COST SAVING IDEA <b>Mandatory HR Supervisor/Manager training</b>		
EXISTING CONDITION (if more space is needed, please summarize and attach additional sheet/s) <b>Supervisors and Managers are required to attend at least 3 HR trainings per year and/or until each requirement is met. These trainings are typically held at the Vets Building or Water Agency, and scheduled and repeated on a rotating basis each year to accommodate staff schedules. Attending involves travel (cost and time), material resources, and contracts with providers of the content.</b>		
SUGGESTED COST SAVINGS IDEA (if more space is needed, please summarize and attach additional sheet/s) <b>Offer the complete series the first month of each year in-person primarily so it can be video taped. Then, post these trainings on Intranet/Sharepoint or other web-based media to allow staff to access it when schedules permit. To ensure that the person sits for the entire viewing, set it up so it must be played in its entirety and questions may need to be answered throughout the presentation to document the person heard the content. There are currently many types of internet training programs for professionals that do exactly this, and a certificate is provided at the end for the an individual's records (only after successfully answering required questions and viewing the entire session).</b>  <b>Although this suggestion targets required training, it could be expanded to many others that do not require in-person contact to ensure learning. Many of these are in fact didactic, not training (i.e. requires practical or "hands on" such as advanced driver training).</b>		
BENEFITS OF IDEA (Cash savings, revenue, labor, space, service) (if more space is needed, please summarize and attach additional sheet/s) <b>Costs: reduce/eliminate reimbursement travel costs to departments (mileage, county car use); eliminate need for paper handouts; eliminate purchase of water for attendees (not only saves cost of water but county should discourage use of small water bottles as these are not water and energy cost efficient); may be able to decrease contract costs if individuals present a topic only once per year; even if a contract covers a full spectrum of training topics from Leibert, Cassidy et. al, I would think that it is cheaper to negotiate using the video with their presenters rather than pay for an attorneys time in person several times.</b>  <b>Human resources: people would be absent and/or unavailable for only the duration of the training, instead of training + travel time which can add up to an hour. With staff reductions, staff coverage is more difficult so minimizing time away is vital.</b>  <b>Other: is consistent with County's "green" initiatives—reduces multiple single occupancy trips to a training session; reduces green house gases; reduces paper waste; reduces use of bottled water; the current facilities used are inadequate and not conducive to learning; this significantly reduces the need for these to be open and operational.</b>		
ISSUES (legal, costs, MOU, space) THAT COULD POTENTIALLY LIMIT IMPLEMENTATION OF THIS IDEA <b>Software limitations</b> <b>ISD capacity</b>		

Send to \_\_\_\_\_, at CAO's office