



## Travis County Commissioners Court Agenda Request

**Meeting Date:** February 7, 2012

**Prepared By/Phone Number:** Dana Hess/ 854-2743

**Elected/Appointed Official/Dept. Head:**

Diane Blankenship, Director, HRMD / 854-9170

Leroy Nellis, Interim County Executive, PBO / 854-9106

**Commissioners Court Sponsor:** Samuel T. Biscoe, County Judge

### **AGENDA LANGUAGE:**

Consider and take appropriate action on the deletion of Chapter 16: Leadership Training – Funding Guidelines and addition of the Leadership Training – Funding Guidelines to Chapter 10 (Sections 10.0191 – 10.0196) as per Commissioners Court approval on February 20, 1996.

### **BACKGROUND/SUMMARY OF REQUEST AND ATTACHMENTS:**

On February 20, 1996, Commissioners Court approved Leadership Training – Funding Guidelines directing the guidelines to be placed in Chapter 10 of Travis County policies. However, the Leadership Training – Funding Guidelines became a stand-alone Chapter 16.

### **STAFF RECOMMENDATIONS:**

Staff recommends approval and adoption of the attached revision.

### **FISCAL IMPACT AND SOURCE OF FUNDING:**

None identified.

### **REQUIRED AUTHORIZATIONS:**

Diane Blankenship, Director, HRMD, 854-9170

Leroy Nellis, Interim County Executive, PBO, 854-9106

Cheryl Aker, County Judge's Office, 854-9555

**AGENDA REQUEST DEADLINE:** All agenda requests and supporting materials must be submitted as a single pdf to Cheryl Aker in the County Judge's office, [Cheryl.Aker@co.travis.tx.us](mailto:Cheryl.Aker@co.travis.tx.us) by **Tuesdays at 5:00 p.m.** for the next week's meeting.



# HRMD

*Human Resources Management Department*

700 Lavaca Street, 4<sup>th</sup> Floor

• Suite 420

• Austin, Texas 78701

• (512) 854-9165 / FAX(512) 854-4203

## MEMORANDUM

January 30, 2012

**TO:** Samuel T. Biscoe, County Judge  
Ron Davis, Commissioner, Precinct 1  
Sarah Eckhardt, Commissioner, Precinct 2  
Karen L. Huber, Commissioner, Precinct 3  
Margaret Gomez, Commissioner, Precinct 4

**FROM:** Dana Hess, Employment Specialist, HRMD

**VIA:** Diane Blankenship, Director, HRMD

A handwritten signature in black ink, appearing to be "DB", written over the name Diane Blankenship.

**SUBJECT:** Leadership Training – Funding Guidelines

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### **Proposed Motion:**

Discuss and take appropriate action on the deletion of Chapter 16: Leadership Training – Funding Guidelines and subsequent addition of Leadership Training – Funding Guidelines to Chapter 10 (Sections 10.0191 – 10.0196).

### **Summary and Recommendation:**

As per Commissioners Court approval on February 20, 1996, Leadership Training – Funding Guidelines was to be added to Chapter 10 (Sections 10.0191 – 10.0196) in the benefits area of the chapter. Instead, it has solely resided in Chapter 16. Movement of these guidelines to the benefits area of Chapter 10 not only follows Commissioners Court direction, but also is appropriate as funding leadership training is one of many Travis County benefits.

### **Budgetary and Fiscal Impact:**

None identified.

### **Issues and Opportunities:**

The movement of these guidelines to the benefits area of Chapter 10 follows Commissioners Court direction and places funding leadership training in the same chapter/area as Travis County benefits.

**§ 10.0191 Leadership Training-Funding Guidelines**

**§ 10.0192 Purpose**

The purpose of this policy is to benefit Travis County and the community by providing an opportunity for county employees to participate in leadership training as funds are available and to provide written guidelines for consideration in awarding of those funds. This program is separate from the Tuition Refund Program and will not overlap.

**§ 10.0193 Program Criteria**

(a) Eligibility

- (1) All Travis County employees are eligible to apply for financial assistance to attend a leadership-training program.
- (2) Any department or group of employees may also apply for financial assistance to sponsor an in-service leadership program.

(b) Program Content. The program should offer training and skills to the participant, which would result in direct benefit to Travis County by providing the following:

- (1) Training or improving the leadership skills and abilities of the participant.
- (2) Networking opportunities with other community leaders on community issues.
- (3) A curriculum, which includes issues such as
  - (A) community projects,
  - (B) diversity,
  - (C) public service,
  - (D) employee development,
  - (E) organizational development,
  - (F) leadership skills, and
  - (G) empowerment; and
- (4) the opportunity for applicants to learn about broad-based community issues that affect Travis County citizens and to interact with individuals in the public and private sectors.

**§ 10.0194 Application Process**

(a) The employees or department shall submit a Memorandum of Request to the Human Resources Management Department (HRMD) which includes:

- (1) employee's name and department.
  - (2) name of the program.
  - (3) program curriculum.
  - (4) total costs of the requested program,
  - (5) comprehensive explanation of the benefits his or her attendance would have for Travis County.
  - (6) supervisor and elected or appointed official's Statement of Support, and
  - (7) supervisor's approval if requested attendance is during regular work hours.
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- (b) All applicants are encouraged to pursue program scholarships and/or departmental training funds prior to submitting an application and to provide evidence of that attempt with the application.
- (c) All applications should be pre-approved prior to beginning a program. Failure to get pre-approval could negatively impact the funding decision.

**§ 10.0195 Awards**

- (a) Final awards will be made by Commissioners Court, and sole discretion remains with the Travis County Commissioners Court.
- (b) Disbursement of Funds
  - (1) Awards will be paid directly to the organization sponsoring the program unless the employee has paid the fees and is seeking reimbursement. All requests for reimbursement must include necessary documentation of payment and be submitted within 30 days after payment was made to the organization.
  - (2) All employees are required to complete their program. Employees who fail to complete programs for which they have received awards will be required to reimburse the county unless there are major compelling reasons for non-completion, as determined by the Travis County Commissioners Court.

**§10.0196 Amount of Allocation**

- (a) Each employee who applies for an award under this policy will be eligible to receive an award that will cover 80 percent of tuition and fees up to \$800 per employee, per fiscal year.
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## **Chapter 16. Leadership Training-Funding Guidelines**

### **§ 16.001 Purpose**

The purpose of this policy is to benefit Travis County and the community by providing an opportunity for county employees to participate in leadership training as funds are available and to provide written guidelines for consideration in awarding of those funds. This program is separate from the Tuition Refund Program and will not overlap.

### **§ 16.002 Program Criteria**

- (a) Eligibility
  - (1) All Travis County employees are eligible to apply for financial assistance to attend a leadership-training program.
  - (2) Any department or group of employees may also apply for financial assistance to sponsor an in-service leadership program.
  
- (b) Program Content. The program should offer training and skills to the participant, which would result in direct benefit to Travis County by providing the following:
  - (1) Training or improving the leadership skills and abilities of the participant.
  - (2) Networking opportunities with other community leaders on community issues.
  - (3) A curriculum, which includes issues such as
    - (A) community projects,
    - (B) diversity,
    - (C) public service,
    - (D) employee development,
    - (E) organizational development,
    - (F) leadership skills, and
    - (G) empowerment; and
  
  - (4) the opportunity for applicants to learn about broad-based community issues that affect Travis County citizens and to interact with individuals in the public and private sectors.

**§ 16.003      Application Process**

- (a) The employees or department shall submit a Memorandum of Request to the Human Resources Management Department (HRMD) which includes:
  - (1) employee's name and department.
  - (2) name of the program.
  - (3) program curriculum.
  - (4) total costs of the requested program,
  - (5) comprehensive explanation of the benefits his or her attendance would have for Travis County.
  - (6) supervisor and elected or appointed official's Statement of Support, and
  - (7) supervisor's approval if requested attendance is during regular work hours.
- (b) All applicants are encouraged to pursue program scholarships and/or departmental training funds prior to submitting an application and to provide evidence of that attempt with the application.
- (c) All applications should be pre-approved prior to beginning a program. Failure to get pre-approval could negatively impact the funding decision.

**§ 16.004      Awards**

- (a) Final awards will be made by Commissioners Court, and sole discretion remains with the Travis County Commissioners Court.
- (b) Disbursement of Funds
  - (1) Awards will be paid directly to the organization sponsoring the program unless the employee has paid the fees and is seeking reimbursement. All requests for reimbursement must include necessary documentation of payment and be submitted within 30 days after payment was made to the organization.
  - (2) All employees are required to complete their program. Employees who fail to complete programs for which they have received awards will be required to reimburse the county unless there are major compelling reasons for non-completion, as determined by the Travis County Commissioners Court.

**§16.005      Amount of Allocation**

- (a) Each employee who applies for an award under this policy will be eligible to receive an award that will cover 80 percent of tuition and fees up to \$800 per employee, per fiscal year.