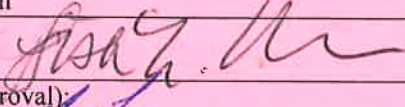

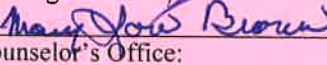
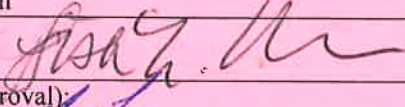

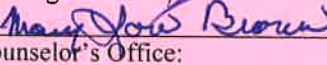
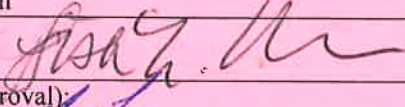

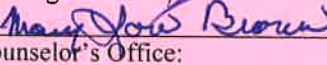


REQUEST FOR LEGISLATIVE ACTION

Completed by County Counselor's Office:
 Res/Ord No.: 19238
 Sponsor(s): Dennis Waits
 Date: August 22, 2016

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a contract for the furnishing of Jackson County Leadership Development Program for Jackson County with the Mid-America Regional Council (MARC) at a total cost to the County not to exceed \$17,000.</u></p>												
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td>\$17,000</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td>\$17,000</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td>\$17,000</td> </tr> <tr> <td colspan="2">Source of funding (name of fund) and account code number: 001-5101-56790 General Fund, Non-Departmental General, Other Contractual Services</td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: Estimated Use: \$</p> <p>Prior Year Budget (if applicable): \$14,300 Prior Year Actual Amount Spent (if applicable): \$14,300</p>	Amount authorized by this legislation this fiscal year:	\$17,000	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$17,000	Amount budgeted for this item * (including transfers):	\$17,000	Source of funding (name of fund) and account code number: 001-5101-56790 General Fund, Non-Departmental General, Other Contractual Services			
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PRIOR LEGISLATION	<p>Prior ordinances and (date): Prior resolutions and (date):</p>												
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Supervisor, 881-3253</p>												
REQUEST SUMMARY	<p>The Executive Office has worked with MARC since 2010 to provide a customized Leadership Development Program to improve succession planning for our organization. The 2016-17 class will be Class #7. MARC provides a facilitator that leads the group through some classroom instruction on principles of leadership, individual self-assessments and feedback and the creation of a group project to enhance the organization or benefit associates. Additionally, participants will be invited to attend an annual alumni luncheon event featuring a key note speaker from the community.</p> <p>Pursuant to Section 1030.7 of the Jackson County Code, the Director of Finance and Purchasing recommends the approval of this contract for training with MARC, as a tax exempt organization.</p>												
CLEARANCE	<p><input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office) N/A</p>												
ATTACHMENTS	<p>A Memorandum from Ms. Lisa Honn, Administrative Manager and the Scope of Services for Leadership Development Program</p>												
REVIEW	<table border="1"> <tr> <td>Department Director:</td> <td></td> <td>Date: 8/11/16</td> </tr> <tr> <td>Finance (Budget Approval): <i>If applicable</i></td> <td></td> <td>Date: 8/12/16</td> </tr> <tr> <td>Division Manager:</td> <td></td> <td>Date: 8/18/16</td> </tr> <tr> <td>County Counselor's Office:</td> <td></td> <td>Date:</td> </tr> </table>	Department Director:		Date: 8/11/16	Finance (Budget Approval): <i>If applicable</i>		Date: 8/12/16	Division Manager:		Date: 8/18/16	County Counselor's Office:		Date:
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Division Manager:		Date: 8/18/16											
County Counselor's Office:		Date:											

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



Res. 19238

(816) 881-3333
Fax: (816) 881-3133


OFFICE OF THE COUNTY EXECUTIVE

JACKSON COUNTY COURTHOUSE

415 EAST 12TH STREET
KANSAS CITY, MISSOURI 64106



To: Barbara Casamento, Purchasing Supervisor

From: Lisa Honn, Senior Administrative Manager 

Date: August 10, 2016

Re: Request for contract for MARC Leadership Development Program

In 2010, Jackson County created a Leadership Development Program with MARC in an effort to spur culture change and to ensure the succession planning for our future department leadership. Each year since, we have put forward a group of eight (8) associates who spend approximately eleven months working together on a project to benefit our organization or our associates. Through this program they are taught leadership essentials, participate in a self-assessment that includes an evaluation of their leadership strengths, and practice skills to lead meetings, manage group work with an opportunity to present their project to directors and executive leadership. We hope they also gain a better understanding of their strengths, a plan for personal/professional development and a larger view of the organization.

Attached is a scope of services for the Jackson County Leadership Development Program, class of 2016-17. Page 3 outlines the costs for the program. The total cost for the 2016-17 class should not exceed \$17,000. Funding has been budgeted in Account No. 001-5101-56790.

Please let me know if you require further information.



**Jackson County Leadership Development Program
Scope of Services
August 1, 2016 – July 31, 2017**

Mid-America Regional Council (MARC) has facilitated the Jackson County Leadership Development Program since 2010. This document outlines the approach to be deployed in the 2016-2017 program.

Objectives of the Leadership Development Program

- ❖ Increase the professional leadership capacity of the organization.
- ❖ Improve succession plan for the organization.
- ❖ Enhance and accelerate positive culture change in the organization.
- ❖ Foster teamwork and cooperation among departments and among associate groups.

Training Plan

- **Participants:** Eight (8) participants selected by the Jackson County executive leadership team to participate in Class #7 of the **Leadership Development Program**.
- **Class location:** Primarily at the Mid-America Regional Council, 600 Broadway, Suite 200, Kansas City, Missouri.
- **Format:** Facilitator-led
- **Schedule:** Monthly meetings will be held on:

Thursday, September 8, 2016	Thursday, February 9, 2017
Thursday, October 20, 2016	Thursday, March 8, 2017
Thursday, November 10, 2016	Thursday, April 13, 2017
Tuesday, December 6, 2016 11:30 a.m. – 1:30 p.m. – alumni event	Thursday, May 11, 2017
Thursday, January 19, 2017	Thursday, June 9, 2017
	Thursday, July 13, 2017 (if needed)
- **Additional meetings planned:**
 - Attend Directors' Meeting in Spring 2017;
 - Three 90-minute blocks of time will be reserved in late February or March to accommodate 360-degree feedback sessions for each per participant.
 - An alumni event that. This will be a luncheon event on Tuesday, December 6 at MARC's conference center. David Warm, Keynote speaker is to be determined.
- **Class time:** Thursdays from 9:00 – 11:30 AM.
- **Facilitator/Instructor:** Jonathan Morris, Mid America Regional Council MARC.
- **Instructor biographical sketch:** Jonathan is the GTI program manager for MARC. Prior Jonathan served as an Instructor with the KU Public Management Center (PMC) and leads the PMC's Custom Course and Consulting programs and serves as the Program Manager of the Law Enforcement Leadership Academy (LELA). Jonathan's topics include leadership and supervision, coaching, succession

planning, facilitation, emotional intelligence, organizational change, diversity, ethics and more. Jonathan has worked with thousands of leaders from city, county, state and federal government throughout Kansas, Missouri and across the United States. Jonathan previously served as program director of a training center funded by the New York City Department of Mental Health where he also ran an AmeriCorps VISTA program. He is a former President of the Board of Directors of the Kansas City Chapter of the American Society for Training and Development and his work has been honored with a Bright Idea award from the Ash Center for Democratic Governance and Innovation at the Kennedy School of Government at Harvard University.

Project:

Each class selects a project to work on, with the assumption that it would benefit the organization in some way. This can be a difficult task because there are many good ideas, and there is uncertainty about what the project will entail until more information is gathered. Thus, it is important that the project scope and objectives remain flexible and that the class be able to make adjustments.

360-degree Assessment:

MARC has developed an assessment process, which includes feedback from one's direct reports, peers, and supervisors. In this program, MARC tailored the process to fit the needs of the participants. Each person will choose up to 10 competencies, and questionnaires are completed by the above three groups of co-workers chosen by the participants. Individual confidential sessions are held with Georgia Nesselrode and Jonathan Morris during which results and a development plan are discussed.

BENEFITS OF PROGRAM:

- Increased learning about the dynamics in Jackson County, how to enhance teamwork in groups, and how to provide effective leadership.
- Clearer understanding of one's strengths, weaknesses, and leadership style, and a plan for personal and professional development.
- Practice skills to lead meetings, to write clearly, and to plan and gain participation in projects.
- Demonstrate leadership and personal responsibility through planning and implementing an organizational project.
- Bring together individuals from different departments to develop teamwork, to learn from each other, and to gain a larger view of the organization.

Timeline and costs for August 1, 2016 – July 31, 2017

1 one-day Leadership Essentials course (administer SDI) attend by Class 6 and Class 7 participants	\$2,650.00
11 Monthly half-day sessions @ \$750/session (invoiced upon completion)	\$8,250.00
2 additional blocks of time are reserved for meetings with Directors and County Executive	\$1,500.00
Alumni event (luncheon with 35 attendees with keynote speaker)	\$1,000.00
360 degree assessments (instrument design, administration 8 participants @ \$300/assessment)	\$2,400.00
Individual feedback interviews 8 participants @ \$150/session	\$1,200.00
*TOTAL	\$17,000.00