

MEMORANDUM

March 18, 2010

TO: Management and Fiscal Policy Committee

FROM: Justina Ferber,  Legislative Analyst

SUBJECT: Interagency Training Team Work Plan

The MFP Committee will discuss the work of the Interagency Training Team and its proposed FY11 work plan. Karen Plucinski of the County's Office of Human Resources (OHR) will brief the Committee; other members of the team will also participate. I would like to thank Susan Farag for her assistance with this packet.

A copy of the adopted work plan for FY09 is attached at ©1. The FY09 work plan covered both FY09 and FY10; due to the busy MFP agenda, the Training Team FY10 work plan discussion was cancelled and not rescheduled. A draft resolution outlining the team's FY11 work plan is attached on ©3 and incorporates both the FY09 adopted plan and the FY10 proposed plan.

BACKGROUND

The Council established the Interagency Training Team in 1993, and the establishing resolution calls for the team to provide annual update reports and for the Council to annually approve its work plan. The purpose of this interagency effort is to ensure collaboration among the agencies in providing training opportunities, and to maximize savings and efficiencies gained by sharing training resources.

Karen Plucinski will provide a report on the Training Team's activities and introduce the members of the Team.

Due to budget constraints, OHR is focusing on joint programs already in place rather than initiating new programs. Montgomery County offers two sessions each year of the Leadership Institute Program for County managers and Manager Development Program (MDP) participants. These programs are available to all interagency managers.

COMPUTER BASED TRAINING

Computer Based Training (CBT) is a tool that could be used by agencies in a variety of ways, primarily to provide training to more individuals while minimizing lost time at work. While a particular CBT class may be just as long as an instructor-led class, CBT classes have the advantage of minimizing or eliminating travel time, permit employees to participate in training at their own pace, and frequently include pass-fail tests that instructor-led classes do not. This would be particularly useful to employees who take advantage of training provided by other agencies. Montgomery County currently offers the Security Awareness and Training Program (SATP) online, and OHR plans to offer training in Health Insurance Portability and Accountability Act (HIPAA) compliance as well.

Committee members may wish to ask Training Team representatives about computer based training initiatives to facilitate interagency training.

Council staff recommends the proposed FY11 work plan with the addition of the following language: *Evaluate the impact of budget reductions on interagency training programs.*

This packet includes the following:

FY09 Work Plan for the Interagency Training Team	©
Draft Resolution for the FY11 Work Plan for the Interagency Training Team	1
	3

Resolution No.: 16-514
Introduced: April 15, 2008
Adopted: April 22, 2008

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MARYLAND**

By: County Council

SUBJECT: Fiscal Year 2009 Work Plan for the Interagency Training Team

Background

1. The County Council recognizes that there are similar and diverse training needs and programs among the County agencies (Montgomery County Government, Montgomery County public Schools, Montgomery College, Maryland-National Capital Park and Planning Commission, Washington Suburban Sanitary Commission, and Housing Opportunities Commission).
2. The County Council encourages efforts at producing savings and efficiencies through cooperative and collaborative training efforts.
3. By Resolution 12-622, on April 28, 1992, the County Council established the Interagency Working Group on Training. In January 1993, the Interagency Working Group on Training presented to the Management and Fiscal Policy Committee a final report that recommended the establishment of an Interagency Training Team.
4. By Resolution 12-1045, on March 23, 1993, the County Council established the Interagency Training Team.
5. Resolution 12-1045 requires that the Interagency Training Team submit an annual report to the County Council, with periodic reports to the Management and Fiscal Policy Committee.
6. On March 31, 2008, team representatives updated the Management and Fiscal Policy Committee on the team's FY08 activities and its plans for the next year.
7. The Management and Fiscal Policy Committee recommends that every spring the Council approve by resolution the Interagency Training Team's work plan for the next fiscal year, and that every October the team provide the Management and Fiscal Policy Committee with a written status report on the team's activities.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

For FY09 the Interagency Training Team's work plan will include:

Workforce Development

- Continue to focus on succession planning and develop models that meet the needs for each agency.
- Share computer-based training (CBT) models and begin to focus on how CBT could be used among various agencies to provide efficient and effective training.
- Share best practices and incorporate approaches and methodology when possible.
- Share best practices and approaches for mentoring programs across agencies.

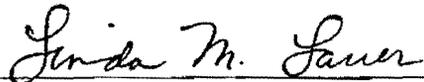
Professional/Career Development

- Identify and sponsor professional development training that cuts across agency lines (example: ADA, SHRM, FMLA, EEO, etc.).
- Continue the expansion of staff development training for administrative support and counselors (MCG, MCPS & HOC).
- Share best practices and lessons learned with the on-line trainings "pilot" at MC, MCPS, and MCG.

General

- Collect data on the number of employees taking advantage of training programs offered by another agency.
- Benchmark and develop best practices for evaluating and monitoring the success and cost effectiveness of training.

This is a correct copy of Council action.



Linda M. Lauer, Clerk of the Council

Resolution No.: _____
Introduced: _____
Adopted: _____

**COUNTY COUNCIL
FOR MONTGOMERY COUNTY, MD**

By: County Council

SUBJECT: Fiscal Year 2011 Work Plan for the Interagency Training Team

Background

1. The County Council recognizes that there are similar and diverse training needs and programs among the County agencies (Montgomery County Government, Montgomery County public Schools, Montgomery College, Maryland-National Capital Park and Planning Commission, Washington Suburban Sanitary Commission, and Housing Opportunities Commission).
2. The County Council encourages efforts at producing savings and efficiencies through cooperative and collaborative training efforts.
3. Council Resolution 12-622, April 28, 1992, established the Interagency Working Group on Training. In January 1993, the Interagency Working Group on Training presented to the Management and Fiscal Policy Committee a final report that recommended the establishment of an Interagency Training Team.
4. Resolution 12-1045, March 23, 1993, established the Interagency Training Team.
5. Resolution 12-1045 requires the Interagency Training Team submit an annual report to the County Council, with periodic reports to the Management and Fiscal Policy Committee.
6. On March 22, 2010, team representatives updated the Management and Fiscal Policy Committee on the team's FY10 activities and its plans for the next year.
7. The Management and Fiscal Policy Committee recommends that every spring the Council approve by resolution the Interagency Training Team's work plan for the next fiscal year, preceded by a written status report to the Management and Fiscal Policy Committee on the team's activities.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

For FY11 the Interagency Training Team's work plan will include:

Workforce Development

- Continue to focus on succession planning and develop models that meet the needs for each agency.
- Share computer-based training (CBT) models and place more emphasis on how CBT could be used among various agencies to provide efficient and effective training.
- Share best practices and incorporate approaches and methodology when possible.
- Share best practices and approaches for Mentoring program across agencies.

Professional/Career Development

- Identify and sponsor professional development training that cuts across agency lines (example: ADA, SHRM, FMLA, EEO, etc.).
- Continue the expansion of staff development training for administrative support and counselors (MCG, MCPS & HOC).
- Share best practices and lessons learned with the on-line trainings "pilot" at MC, MCPS, and MCG.

General

- Collect data on the number of employees taking advantage of training programs offered by another agency.
- Benchmark and develop best practices for evaluating and monitoring the success and cost effectiveness of training.
- Evaluate the impact of budget reductions on interagency training programs.

This is a correct copy of Council action.

Linda M. Lauer, Clerk of the Council