



OFFICE OF THE CITY MANAGER

440 Harcourt Avenue
Seaside, CA 93955
www.ci.seaside.ca.us

Telephone 831-899-6701
Fax 831-624-5839

October 15, 2020

The Honorable Stephanie E. Hulse
Judge, Superior Court of California
County of Monterey
240 Church Street
Salinas, CA 93901

Dear Judge Hulse,

This letter is written in response to the Monterey Civil Grand Jury Final Report – "Sexual Harassment Prevention #TrainingCompliance." As required by the report, this letter serves as the City's response pursuant to Penal Code section 933. The responses contained in this correspondence were approved by the City of Seaside's City Council at their regular meeting on October 15, 2020.

As the Civil Grand Jury's report acknowledges, the City maintains a fully compliant AB1825 policy and a comprehensive training program that allows employees the flexibility to select their preferred training method. Unfortunately, as the report identifies, that flexibility has resulted in some recordkeeping and tracking challenges.

Findings:

- 1. Seaside is commended for its fully compliant AB 1825 written policy.**

The City agrees with this finding.

- 2. The city has a comprehensive AB 1825 training program that allows employees to select their preferred training method.**

The City agrees with this finding.

- 3. The city does not fully coordinate course completion between its three AB 1825 training modalities (classroom, online, and webinar) and does not limit employee training, which has resulted in some supervisory employees training more than required and other training late or not at all.**

The City partially disagrees with this finding. Given the large quantity of mandated training courses staff are required to attend over the course of a year, and the City's commitment to on-going employee development, it is paramount that we offer a variety of means to attend training so employees and supervisors can attend training at their convenience. We also offer different modalities in order for staff to select

the type of training that suits their learning style. Although we agree that offering training through different vendors that provide online, webinars, and in person training has created an administrative challenge to track, as of the date of the Grand Jury's report, all supervisory staff were up to date on the mandated harassment training. In some cases, employees will choose to take a course more frequently than required, which is acceptable.

- 4. Seaside's onboarding procedures are ineffective at ensuring new and promoted supervisory employees complete AB 1825 training within six months.**

The City partially agrees with this finding. Attending mandated training is the responsibility of the individual. The City's onboarding procedures enroll new supervisors in harassment training through TargetSolutions. Those new employees, and their supervisors, receive frequent reminders to attend the training and notice when the training is overdue. The breakdown occurs when individuals do not meet the required deadline and their supervisor fails to hold them accountable.

- 5. The city lacks an efficient recordkeeping system for AB 1825 training compliance, and some training records for supervisory employees are archived off-site and are not readily accessible.**

The City agrees with this finding. Offering training through several venues is necessary in order to provide staff the flexibility of attending training, not only at their convenience, but in the fashion that provides them with the best learning environment, but it does make the tracking more complex. Additionally, yes, we send non-active files to storage and recovery of those files does take some time.

Recommendations:

- 1. By September 30, 2020, the city of Seaside's HR Director should assign one HR staff member to oversee AB 1825 training requirements and recordkeeping, so that all employees with training due in 2020 are trained by December 31, 2020.**

This recommendation has been implemented.

- 2. Seaside should implement an onboarding system that effectively captures new or promoted employees and requires them to complete AB 1825 training within six months of their hire or promotion. This recommendation should be completed within 90 days of the publication of this report.**

This recommendation has been implemented.

- 3. Seaside should adopt an effective training tracking system to assemble all AB 1825 recordkeeping in one location, preferably saved to electronic files with cloud access. This recommendation should be completed within 18 months of the publication of this report.**

the type of training that suits their learning style. Although we agree that offering training through different vendors that provide online, webinars, and in person training has created an administrative challenge to track, as of the date of the Grand Jury's report, all supervisory staff were up to date on the mandated harassment training. In some cases, employees will choose to take a course more frequently than required, which is acceptable.

- 4. Seaside's onboarding procedures are ineffective at ensuring new and promoted supervisory employees complete AB 1825 training within six months.**

The City partially agrees with this finding. Attending mandated training is the responsibility of the individual. The City's onboarding procedures enroll new supervisors in harassment training through TargetSolutions. Those new employees, and their supervisors, receive frequent reminders to attend the training and notice when the training is overdue. The breakdown occurs when individuals do not meet the required deadline and their supervisor fails to hold them accountable.

- 5. The city lacks an efficient recordkeeping system for AB 1825 training compliance, and some training records for supervisory employees are archived off-site and are not readily accessible.**

The City agrees with this finding. Offering training through several venues is necessary in order to provide staff the flexibility of attending training, not only at their convenience, but in the fashion that provides them with the best learning environment, but it does make the tracking more complex. Additionally, yes, we send non-active files to storage and recovery of those files does take some time.

Recommendations:

- 1. By September 30, 2020, the city of Seaside's HR Director should assign one HR staff member to oversee AB 1825 training requirements and recordkeeping, so that all employees with training due in 2020 are trained by December 31, 2020.**

This recommendation has been implemented.

- 2. Seaside should implement an onboarding system that effectively captures new or promoted employees and requires them to complete AB 1825 training within six months of their hire or promotion. This recommendation should be completed within 90 days of the publication of this report.**

This recommendation has been implemented.

- 3. Seaside should adopt an effective training tracking system to assemble all AB 1825 recordkeeping in one location, preferably saved to electronic files with cloud access. This recommendation should be completed within 18 months of the publication of this report.**

This recommendation has been implemented.

Respectfully,



Ian N. Oglesby
Mayor

C: Roberta Greathouse, Human Resources Director / Risk Manager



CITY OF SEASIDE STAFF REPORT

Item No.: 7.F.

TO: City Council

FROM: Craig Malin, City Manager

BY: Roberta Greathouse, Human Resources Director/Risk Manager

DATE: October 15, 2020

**SUBJECT: AUTHORIZE RESPONSE TO 2019-2020 MONTEREY COUNTY
CIVIL GRAND JURY FINAL REPORT - "SEXUAL HARASSMENT
PREVENTION #TRAININGCOMPLIANCE"**

PURPOSE & RECOMMENDATION

Accept and authorize the response to the Monterey Civil Grand Jury Final Report - Sexual Harassment Prevention #TrainingCompliance.

BACKGROUND

The 2019/2020 Civil Grand Jury conducted a countywide investigation into local government's compliance with AB1825 which requires, among other things, employers to train supervisors in sexual harassment prevention.

The Grand Jury's final report recognized the wide range of training opportunities offered by the City throughout the year and noted that the training providers were well-qualified and materials were comprehensive and compliant. The City was commended for our fully compliant written Policy Against Harassment, Discrimination, and Retaliation.

The Grand Jury felt the City fell short in the area of efficient recordkeeping due to the various modalities of training offered. Although all supervisory training was completed by the date of the final report, there were supervisors that attended the mandated training late.

The Human Resources Department has implemented all of the Grand Jury's recommendations including improving the City's system for tracking training attendance and reminding supervisors to hold individual employees accountable for meeting training deadlines.

FISCAL IMPACT

There is no cost associated with this item.

ATTACHMENTS

1. Letter to Judge Hulsey
 2. Grand Jury Final Report
-

Reviewed for Submission to the
City Council by:

A handwritten signature in blue ink, appearing to be 'Craig Malin', written over a horizontal line.

Craig Malin, City Manager