AGENDA ITEM or FINAL CONTRACT REVIEW SUBMITTAL FORM

AgendaTitle:
2014 Gunnison County Leadership Academy Contract; Moffet Consulting; 4/9/14 thru 9/11/14; $19,145

Action Requested: County Manager Signature

Parties to the Agreement: Moffet Consulting and Gunnison County

Term Begins: 04/09/2014 **Term Ends:** 9/11/2014 **Grant Contract #:**

Summary:
Contract for Services -
2014 Leadership Academy

Fiscal Impact: $19,145

Submitted by: Debbie Moore **Submitter's Email Address:** dmoore@gunnisoncounty.org

Finance Review: (●) Required ( ) Not Required

Comments:

Can be covered in the 2014 adopted budget.

Reviewed by: GUNCOUNTY1\lNienhueser Discharge Date: 3/25/2014

County Attorney Review: (●) Required ( ) Not Required

Comments:

Reviewed by: GUNCOUNTY1\atrezise Discharge Date: 3/26/2014 Certificate of Insurance Required

Yes ( ) No (●)

County Manager Review:

Comments:

Reviewed by: GUNCOUNTY1\mbirnie Discharge Date: 3/26/2014

(●) Consent Agenda ( ) Regular Agenda ( ) Worksession Time Allotted:

Agenda Date: 4/1/2014 Follow Up Agenda Date:

Revised April 2013

2014 Gunnison County Leadership Academy Contract/ Agreement

Chris Moffet
Moffet Consulting
1655 Aspen Ridge Rd.
Vail, CO 81657
(970) 471-4474
chris@moffetconsulting.com

Moffet Consulting agrees to provide 2014 Leadership Academy to Gunnison County. This academy will consist of five sessions, including one two-day Emersion session and four one-day sessions over a six-month period. The academy begins on April 9th and 10th, meeting once each month and concluding September 11, 2014. Moffet Consulting is responsible for all training content, with the exception of the session in June, 2014.

The Gunnison County Leadership Academy includes:

- Gunnison County Leadership Academy Website - which will host all Academy information, dates, Power Point slides, homework assignments, articles and other session materials. It will also host Academy photos, participant list, and other Gunnison County-specific content.
- Emersion Session – Two days with 2 facilitators, Chris Moffet and Michael McNally
- Five (5) One-Day Sessions, including Graduation Ceremony – One facilitator, Chris Moffet

Academy Dates and Content:

April 9 & 10	Emersion Session
May 15	Empowerment/ Effective Decision Making
June 11 & 12	MFR for Managers
July 10	Effective Communication Skills/ Handling Conflict
August 14	Motivating Employees/ Coaching/ Behavioral Interviewing
September 11th	Creating Effective Teams/ Graduation

Estimated Costs for Leadership Training

Michael's Fees for Emersion Session - $4000 ($2000 per day)
Michael's Travel Expenses for Emersion Session - $1000 (approximate)
Chris' Fees for All Sessions - $12,000

<u>Expenses and Fees to be reimbursed by Gunnison County (all expenses listed are approximate)</u>
Admin Support - $250
Website - $600-700
Survival kits - $150
Binders - $200
Dividers – $125
Juggling Balls - $8/pack for 15 - $120

Toys, Novelties - $200
Gnome - $50
Video Rental - $350
Breakfast and Lunch for Participants – All sessions – provided by Gunnison County
Graduation Frames and Certificates - $250 – provided by Gunnison County
Graduation Gifts – vests, hats - $1000 – provided by Gunnison County
Graduation Reception – provided by Gunnison County
Hotel (Holiday Inn Express) and meals for Chris Moffet - $115/night hotel
Mileage - $.56 per mile

Fees will be invoiced monthly, following the Academy session.

We will communicate regularly and make adjustments as needed.

We appreciate this opportunity to work together.

Chris Moffet, Principal Date

Matthew Birnie, Gunnison County Manager Date