



**Contra  
Costa  
County**

To: Board of Supervisors

From: Kathy Gallagher, Employment & Human Services Director

Date: December 6, 2016

Subject: Contract with Marvell C. Allen DBA Millennium Career Advantage

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Marvell C. Allen, DBA Millennium Career Advantage, in an amount not to exceed \$163,200, to provide leadership development services for the period January 1, 2017 through September 30, 2017. (45% Federal, 47% State, 8% County)

**FISCAL IMPACT:**

\$163,200: 100% Administrative Overhead (45% Federal, 47% State, 8% County)

**BACKGROUND:**

Marvell C. Allen, DBA Millennium Career Advantage, provides organizational learning, coaching, and leadership development programs in the public and private sector, these programs develop leadership and management professional skills to diverse audiences and in different geographies. Additionally, Marvell C. Allen, DBA Millennium Career Advantage, has executive and senior level coaching experience.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/06/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Mary N. Piepho, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 6, 2016

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: V. Kaplan,  
925-313-1514

cc:

Employment

### BACKGROUND: (CONT'D)

and Human Services Department (EHSD) has experienced significant turnover at the manager and supervisor levels of the organization with the onset of the retiring baby boomers, changes in the retirement pension regulations, and the normal attrition cycles. The turnover has resulted in a new cohort of staff who would benefit from leadership development.

In August 2015, EHSD awarded a contract under Request for Information (RFI) #570 to Marvell C. Allen, DBA Millennium Career Advantage, to provide consulting, facilitation and training services with the final product being the creation of a Leadership Academy or Leadership Development Program that will raise the caliber of leadership skills of EHSD employees.

Marvell C. Allen, DBA Millennium Career Advantage, has successfully completed seven modules of the Leadership Academy 1 project. This Board Order is requesting Board approval for additional training services for the eighth module and final wrap-up session of the Leadership Academy 1 project and a Leadership Academy 2 project to include four phases: 1) Road Map, 2) Design, 3) Development, and 4) Delivery. The project includes a best practice approach for leadership techniques and skill building. It incorporates real time learning with multiple data and checkpoints to promote participants learning to their full potential.

### CONSEQUENCE OF NEGATIVE ACTION:

A comprehensive leadership training program providing leadership development to EHSD Management staff will not be delivered. Furthermore, EHSD may lack employees with the necessary knowledge and skills to take on leadership roles.