

CLEVELAND PUBLIC LIBRARY

Human Resources Committee

February 13, 2024

**RESOLUTION TO ENTER INTO AN AGREEMENT WITH ERC SERVICES, INC. FOR
VARIOUS HUMAN RESOURCES TRAINING SESSIONS AND ANNUAL EMPLOYEE
ENGAGEMENT SURVEY**

WHEREAS, The Cleveland Public Library is committed to maintaining a work environment that is free of harassment based on race, color, ancestry, religion, national origin, citizenship, sex, pregnancy, gender identity, sexual orientation, age, veteran or military status, disability, genetic information, or any other characteristic protected by federal, state, or local law; and

WHEREAS, The Library's Human Resources Manual Policy Nos. 460 and 480 address equal employment, discrimination, and harassment, civility and bullying and applies to all employees, including nonsupervisory personnel, supervisors, managers, and executives; and

WHEREAS, The Human Resources Department believes it is beneficial and a best practice for an employer to conduct periodic human resources training for managers and staff in order to educate Library staff members about Library policy and the need to maintain a respectful and civil workplace free of discrimination, harassment, and bullying; and

WHEREAS, The Human Resources Department solicited proposals from ERC Services, Inc., as well as a female-owned business enterprise for management training; and

WHEREAS, The Human Resources Department determined that ERC Services, Inc. ("ERC") was the best-suited partner due to preferred training topics based on a survey of CPL managers, its partnership with the law firm of Kastner, Westman and Wilkins, and the Library's past experience working with ERC on other training initiatives and employee surveys, thus making ERC Services, Inc. uniquely qualified to provide these services to the Library; and

WHEREAS, ERC submitted proposals to the Library to provide in-person training sessions on various management topics such as generating results and holding others accountable, and navigating difficult conversations; unconscious bias training for all employees; and harassment prevention training for new employees; as well as to administer the Library's annual Employee Engagement Survey, which services are summarized below:

Topic	Dates	Cost
Generating Results and Holding Others Accountable (part of HR Forum – Management Training)	TBD – 3 half-day sessions in September 2024	\$7,554 + Materials of \$22 per person, per module (estimate of \$2,860 based on 130 people) \$10,414
Navigating Difficult Conversations (part of HR Forum – Management Training)	TBD – 3 half-day sessions in April 2024	\$7,554 + Materials of \$22 per person, per module (estimate of \$2,860 based on 130 people) \$10,414
Unconscious Bias (for all staff)	TBD – 11 full-day sessions and 1 half-day session throughout 2024	\$45,891 + Materials of \$22 per person, per module (estimate of \$15,950 based on 725 people) \$61,841
Harassment Prevention Training (for all staff)	TBD – 3 half-day sessions and 1 full-day session	\$11,497
Annual Employee Engagement Survey	N/A	\$9,870

; and

WHEREAS, ERC proposes to deliver the four (4) training programs to staff, provide associated materials, and to administer the annual employee engagement survey for a grand total cost not-to-exceed \$104,036, now therefore be it

RESOLVED, That the Executive Director, CEO or his designee, is hereby authorized to negotiate and execute an agreement with ERC Services, Inc., subject to the approval of the Director of Legal Affairs, to provide the above-described training on various employee relations and human resources topics as well as to administer the Library’s annual Employee Engagement Survey in a total amount not-to-exceed \$104,036, with the expenditure charged to General Fund Account Number 11510053-53710 (Professional Services), and to execute such other instruments or documents as may be necessary or appropriate to effectuate the terms of this Resolution.