



City of Greenfield

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May 20, 2022

Hon. Stephanie E. Hulsey
Judge of the Superior Court
c/o Office of the County Counsel
168 W/ Alisal Street, 3rd Floor
Salinas, CA 93901

Re: ***City of Greenfield's Response to the 2019-2020 Monterey County Civil Grand Jury Final Report
"Sexual Harassment Prevention & Training Compliance"***

Dear Judge Hulsey,

This letter will serve as the City Council of the City of Greenfield's response in regard to the Findings and Recommendations of the 2019-2020 Monterey County Civil Grand Jury Final Report – "Sexual Harassment Prevention & Training Compliance." As requested by the Grand Jury, the City of Greenfield respectfully submits the following responses to the Findings (F13-F17) and Recommendations (R8-R9) as identified for a response in the Report.

Civil Grand Jury Report – Findings

F13) *Greenfield's Office of the City Manager should be recognized for its clear understanding of state requirements for AB 1825 supervisor training, and its dedicated approach to actively conducting both online and in-person classroom AB 1825 supervisor training in spite of lack of support from some city supervisory employees.*

- The City Council agrees with the finding.

F14) *The City's sexual harassment prevention policy (Attachment B to Rule 17 Section 7) is incomplete and out of date does not provide adequate information to assist employees or guide supervisors in dealing with sexual harassment situations.*

- The City Council agrees with the finding.

F15) *The City's Office of the City Manager's AB 1825 compliance records management is inadequate. The combination of a lack of viable tracking system and a single staff point of contact has made effective tracking and compliance problematic.*

- The City Council partially disagrees with the finding. The tracking system was established by the assignment of the course through the training platform provided by Target Solutions. As of December 30, 2019, the tracking and required course assignments have been scheduled through Target Solutions to be assigned every two (2) years giving the employee 90 days to complete the assignment. If the due date is passed, a report is then generated and provided to the department head of which the employee works in and is completed within 5 working days. As of December 2021, the City is at 100% compliance. And will continue to the same practice moving forward.

F16) *The City's Office of the City Manager's decision to use an automated learning management system, like Target Solutions, was a positive measure that may facilitate ore timely training delivery and better records keeping in the future.*

- The City Council agrees with the finding.

F17) *Even with an automated learning management system for AB 1825 training and records compliance, the City's Office of the City Manager will have continued difficulty meeting state standards for AB 1825 training compliance because of competing work requirements in the City Manager's Office and the limited time and resources devoted to this training. The current approach does not recognize the expanded range of the compliance measures required by AB 1825.*

- The City Council partially disagrees with the finding. The automated learning management system for AB 1825 training has been established, the office of the City Manager and his designee have been more communicative with the City's executive staff and have increased the frequency of reporting incomplete assignments as well as time management to maintain executive staff informed of incomplete courses. The Office of the City Manager is also looking into hiring a part time employee to provide added support in the required education and its management.

Recommendations

R8) *Greenfield should revise its sexual harassmt prevention policy to reflect current state law, city practices, and to make it a useful guide for employee and supervisors alike. This revision should be completed by December 2020.*

- City concurs with the recommendation and work is already underway to update our policies, which will be presented to City Council for adoption by December 31, 2022.

R9) *The City's office of the City Manager should review and revise current management practices for AB 1825 supervisor training and tracking. This revision should include (1) development of a city supervisory responsibility system that will create a "demand pull" for AB 1825 supervisor training to compliment the current "requirement push" approach that the city has used; (2) integration of all in-person classroom AB 1825 training rosters and training data with the Target Solutions learning management system to ensure one unified management, tracking, and reporting system for all AB 1825 training; and (3) offloading the AB 1825 training and tracking responsibilities from*

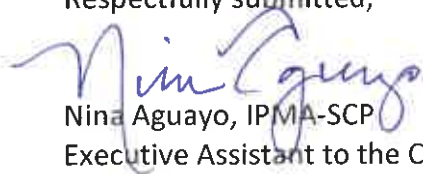
the Office of the City Manager to a new or existing HR section, or augmenting the Office of the City Manager's personnel with part-time or dedicated personnel responsible for tracking and coordinating AB 1825 training and compliance data. This revision should be completed by June 30, 2022.

- The recommendations have been implemented.

To conclude, on behalf of myself, the City Manager and the City Council, and our Heart of the Valley Community, please pass along our thanks to the members of the Monterey County Civil Grand Jury for their hard work.

If you should have any further questions, please do not hesitate to call upon me.

Respectfully submitted,



Nina Aguayo, IPMA-SCP
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HR | Risk Management