



Human Resources

Date: March 28, 2016

To: Dr. Bill Scroggins, President/CEO

Cc: Peter Parra, Interim Vice President, Human Resources

From: Cynthia Hoover, Director, Human Resources Operations & Employee Services

Re: Consideration and Approval of Newleaf Contract of Engagement to Provide Training and Development for Human Resources Department

Attached for your consideration and approval is the Newleaf California LLC Contract of Engagement to provide training and development to help the HR department team work better together, to improve personal and interpersonal effectiveness skills, and in turn, significantly improve the work environment.

Newleaf agrees to provide their services for the following:

Type of Training and Development:

Two Seminars: (1) 'Positively Reducing Conflict' and (2) 'Team Excellence'

Date(s) and Time(s):

- (1) Positively Reducing Conflict - Friday June 3, 2016 (8-12noon)
- (2) Team Excellence - Thursday June 23, 2016 (12:30-4:30pm)

Agreed Fee of \$6,143 (excluding business mileage — see below), represented by:

- (1) Facilitation Fees for June 3 of \$3,150
- (2) Facilitation Fees for June 23 of \$2,993 (which includes a 5% Client Loyalty discount)

Dr. Scroggins, I believe in the HR staff, but I also recognize that we need some outside help to get through some challenges we are experiencing. I thank you for your consideration and request your approval of the attached Newleaf Contract of Engagement so that we can lock in the dates and times of the two seminars.

Attachment: Newleaf Contract of Engagement