

STATE OF CALIFORNIA
REGIONAL WATER QUALITY CONTROL BOARD
SAN FRANCISCO BAY REGION

STAFF SUMMARY REPORT (Stephen Hill)
MEETING DATE: July 11, 2007

ITEM: 10

SUBJECT: **In-House Training Program – Status Report**

CHRONOLOGY: The Board has not considered this matter before.

DISCUSSION: This status report describes our in-house training program, a key element of staff training and development in our office. The program was instigated by Larry Kolb in 1990 in recognition of the limited opportunities for training then available at the Board. More than 17 years later, the program is going strong and is unequalled among the Water Boards.

The goals of our in-house training program are to:

- Increase the total amount of training staff receives
- Assure that staff receives regular training on topics considered important by management
- Improve each staffer's understanding of the Board's mission and range of programs
- Enhance staff's presentation-organization and presentation-delivery skills
- Maximize the amount of training we obtain with scarce training funds
- Dovetail with other training programs

Shortly after initiating the in-house training program, Board management established the Training Committee, comprised of representatives of all divisions and management. The Training Committee plays a key role in implementing our in-house training program. It identifies cross-cutting Board staff training needs, provides suggestions to training organizers prior to and after in-house trainings, and each year develops a schedule of future training topics. It relies heavily on staff feedback, via surveys and post-training evaluations. Appendix A lists the current committee members.

In-house training refers to monthly training for all Board staff on selected topics. Trainings usually last a half-day, and are typically held at our office the week after the Board meeting. We usually rely on our own staff to organize and present the training, although we sometimes use paid outside trainers or outside speakers for specialized topics.

Since the program began in early 1990, we have put on about 167 in-house trainings (see list of past trainings in Appendix B). Training topics fall into several categories:

- Technical and program topics addressing the full range of Board programs
- Off-site trainings, to observe first hand key water quality issues and accomplishments
- Professional skills such as writing, negotiation, time management, and presentations
- Computer software such as MS Powerpoint and Novell Groupwise
- Mandatory topics, including sexual harassment prevention, workplace violence prevention, defensive driving, ethics, and the annual 8-hour health and safety refresher

For this fiscal year (July 2007 through June 2008), we have scheduled nine topics (see Appendix C). Training Committee member Susan Gladstone prepared the draft schedule, which was reviewed and approved by the Training Committee and then Board management.

In-house training is one of several venues for training Board staff, albeit a critical one. Others include:

- State Water Board's "Training Academy" – offering more in-depth training on technical and professional-skills topics for fewer staff
- CPS Human Resource Services – quasi-governmental agency offering professional-skills trainings to all state agencies in California, formerly the State Training Center
- Individual trainings – sending staff to outside trainings, usually on technical or program topics, limited by our small training budget
- Noon-time seminars (aka "brownbags") – less formal trainings on various technical topics, organized by individual Board staff, with more than 80 seminars held since its 1998 inception

In conclusion, our in-house training program is meeting its goals and comprises a critical part of staff training and development here at the Board.

RECOMMEN-
DATION:

Information item - no Board action needed

File No. 4252.00 (SAH)

Appendices: A. In-house training committee members
B. Past in-house training topics
C. In-house training topics for FY 07-08

APPENDIX A

IN-HOUSE TRAINING COMMITTEE MEMBERS

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SAN FRANCISCO BAY REGION

IN-HOUSE TRAINING COMMITTEE

The committee was established in 1990 as a key element of the in-house training program. It meets monthly, typically on the Friday after in-house trainings (which are usually held on the fourth Thursday of the month). The committee reviews just-completed trainings, previews upcoming trainings, and each spring selects training topics (and organizers) for the next fiscal year. The committee also provides a forum for other training proposals and activities (e.g. “brownbag” sessions).

Below is the current committee membership:

Regular members	Alternates	Division
Stephen Hill (chair)	(vacancy)	Toxics Cleanup
Gina Kathuria	Alan Friedman	Groundwater Protection
Michael Chee	Farhad Azimzadeh	NPDES
Susan Gladstone	Dale Bowyer	Watershed Management
Carrie Austin	(vacancy)	Planning/TMDL
Mary Ann Beesley	Marie Thomas	Management Services
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APPENDIX B

PAST IN-HOUSE TRAINING TOPICS

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SAN FRANCISCO BAY REGION

PAST IN-HOUSE TRAINING TOPICS

<u>Date</u>	<u>Topic and Organizer</u>
1/90	RWQCB Function and Regulatory Overview - Larry Kolb
2/90	Surface Water: NPDES Permits - Tom Mumley
3/90	Groundwater: LUST and Cleanup - Tom Callaghan
4/90	Enforcement Actions - Michael Drennan
6/90	Lab Analyses: Sampling and Field Procedures - Dale Bowyer
9/90	Personal Skills: Presentations (outside trainer) - Bruce Wolfe
10/90	Site Inspections - Diane Heinz and Mark Wilson
11/90	Groundwater Monitoring Wells - Greg Bartow
12/90	Data Management - Ron Gervason
1/91	Regional Issues: Basin Plan, Non-Point Sources, Dredging - Tom Mumley
2/91	Water Reclamation - Blair Allen
3/91	Bay Area Physiography/Hydrology/Resources (Bay Model) - Michael Godwin
4/91	Laws and Regulations - Wil Bruhns Computer Software - Steve Morse
5/91	Personal Skills: Negotiation (outside trainer) - Bruce Wolfe
7/91	Basin Plan Update - Dale Bowyer
8/91	Groundwater Cleanup and Management - Dyan Whyte
9/91	Offsite Training (South SF Bay) - Richard McMurtry
10/91	Land Disposal Issues - Richard McMurtry
11/91	Waste Treatment Technologies - Teng-chung Wu
12/91	Analytical Data Validation and QA/QC - Dale Bowyer
1/92	Basin Plan Amendments - Jessica Lacy Laws and Regulations - Wil Bruhns
2/92	Sediment Quality - Karen Taberski
3/92	Wetlands and Wetland Mitigation - Cheryl Niemi and Mavis Kent
4/92	Cal/EPA Status and "How Clean is Clean?" - Steven Ritchie and Wil Bruhns
5/92	Applied Bioremedial Technology - Diane Mims
6/92	Personal Skills: Writing (outside trainer) - Bruce Wolfe
8/92	Drinking Water in the San Francisco Bay Area - Greg Bartow
9/92	Health and Safety (8-hour refresher) - Cynthia Hales
10/92	Soil Remediation Technologies - Mark Johnson and Bobbye Smith

<u>Date</u>	<u>Topic and Organizer</u>
1/93	Legal Briefing (AM) - Gary Grimm Laws and Regulations (PM) - Wil Bruhns
2/93	Dealing with the Media - Jim Thompson and Susan Gladstone
3/93	Enforcement Guideline - Stephen Hill
4/93	Waste Minimization - Teng-chung Wu
5/93	Personal Skills: Time Management (outside trainer) - Bruce Wolfe
6/93	Aquatic Resources and Impacts Due to Flows and Pollutants - John Wolfenden
7/93	Regulation of Industrial Stormwater - Tom Mumley
8/93	Hydrodynamics and Sediment Transport in SF Bay - Jessica Lacy
9/93	Offsite Training: Grizzly Island Wildlife Refuge - Larry Kolb
10/93	Health and Safety (8-hour refresher) - Cynthia Hales
11/93	Lab Services Contract - Doug Straw
1/94	PC Resources and Skills - Steven Morse
2/94	Personal Skills: Presentations (outside trainer) - Bruce Wolfe
3/94	Environmental Risk Assessment - Ravi Arulananthum
4/94	Offsite Training: Fairfield-Suisun sewage treatment plant - Blair Allen
5/94	Basin Plan Update - Michael Carlin
6/94	Environmental Economics - Craig Denisoff
7/94	Watershed Management - Bruce Wolfe
8/94	Regional Monitoring Program - Jessica Lacy
9/94	Health and Safety (8-hour refresher) - Cynthia Hales
10/94	Groundwater Resources of Region - Greg Bartow
12/94	DOD/DOE Program - Shin-Roei Lee
1/95	Analytical Chemistry - Dale Bowyer
2/95	Personal Skills: Negotiations (outside trainer) - Michael Carlin
3/95	Other Agencies We Deal With - Wil Bruhns
4/95	Regional Board History and Operations - Larry Kolb/Greg Walker
6/95	Sediment Issues incl Dredging and Bay Protection Program - Tom Gandesbery
7/95	NPDES Permit Issues - John Wolfenden
9/95	Health/Safety 8-Hour Refresher - Cynthia Hales
10/95	Water Reclamation - Blair Allen
11/95	Containment Zones - Steven Morse

<u>Date</u>	<u>Topic and Organizer</u>
1/96	Wetlands Issues - Liz Carolan and Andree Breaux
2/96	Gender-Linked Communication / Sexual Harrassment Awareness - Shin-Roei Lee, Wil Bruhns, and Susan Gladstone
3/96	Gender-Linked Communication ... (part 2)
3/96	LAN Training - Mary Ann Beesley
4/96	Basin Plan Update - Randy Lee and Kim Taylor
6/96	Offsite Training: Port of Oakland - Tom Gandesbery
6/96	Site Inspections - Alan Friedman
8/96	Legal Issues - Wil Bruhns and Karen O'Haire
9/96	Health/Safety 8-Hour Refresher - Cynthia Hales
10/96	Economics in Water Quality Management - Kim Taylor
11/96	Personal Skills: Writing (outside trainer) - Bruce Wolfe
1/97	Personal Finance - Larry Kolb
2/97	Personal Skills: Teams (outside trainer) - Linda Spencer and John Wolfenden
3/97	Computer Skills and Resources - Mary Ann Beesley
4/97	Enforcement Issues - Hossain Kazemi
6/97	Personal Skills: Meeting Facilitation (outside trainer) - Bill Hurley Progressive Discipline (for supervisors) - Richard McMurtry MS Word training (outside trainer) - Mary Ann Beesley
9/97	Health/Safety 8-Hour Refresher - Cynthia Hales
10/97	Personal Skills: Time Management (outside trainer) - Bruce Wolfe
11/97	Cross-training with Regions 1 and 5 - Shin-Roei Lee and Wil Bruhns
12/97	First Aid/CPR refresher (outside trainer-optional) - Farhad Azimzadeh
1/98	Customer Service (SWRCB-outside trainer) - Wil Bruhns
2/98	Risk-Based Decision Making - Stephen Morse
4/98	Personal Skills: Presentations (outside trainer) - Judy Huang
5/98	Offsite Training: North Bay Watershed Management - Leslie Ferguson
6/98	Computer Resources (MS Powerpoint software) - John Balch
9/98	Health/Safety 8-Hour Refresher - Cynthia Hales
10/98	Conflict management and Resolution - John Wolfenden
11/98	East Bay Plain Study - Greg Bartow

<u>Date</u>	<u>Topic and Organizer</u>
1/99	Communication Skills (outside trainer) - Bruce Wolfe
2/99	Wetland Issues - Peggy Olofson
3/99	Computer Resources - John Balch
4/99	Regional Monitoring Program - Ron Gervason and Karen Taberski
5/99	Offsite Training: Moffett NAS - Dennis Mishek and Joseph Chou
6/99	Personal Skills: Negotiation (outside trainer) - Stephen Hill
8/99	Personal Finance – Bruce Wolfe
9/99	Health/Safety 8-Hour Refresher – Cynthia Hales
10/99	Basin Plan – Ron Gervason
11/99	Assertiveness Training (outside trainer) – Alan Friedman
1/00	Regional Board History – Wil Bruhns
2/00	Analytical Chemistry – Sue Ma
3/00	Computer Software (Word and Powerpoint) – Sonny Bonifacio
4/00	GIS – Jeff Kapellas
5/00	Offsite Training: South SF Bay – Shin-Roei Lee
6/00	Personal Skills: Writing (outside trainer) – Bruce Wolfe
8/00	Enforcement – Farhad Azimzadeh
9/00	Health/Safety 8-Hour Refresher – Cynthia Hales
10/00	Ergonomics (outside trainer) – Sonny Bonifacio
12/00	NPDES Programs and Policies – Lila Tang
1/01	Groundwater Remediation and MTBE – Chuck Headlee
2/01	California Water Issues – Larry Kolb
3/01	Personal Skills: Presentations (outside trainer) – Bruce Wolfe
4/01	TMDLs – Tom Mumley
5/01	Offsite Training: West Co Landfill and Pt. Molate – Alan Friedman
6/01	SWIM compliance module – Greg Walker
8/01	Personal Skills: Briefing Managers – Stephen Hill and Farhad Azimzadeh
9/01	Health/Safety 8-Hour Refresher – Cynthia Hales
10/01	Analytical Chemistry – Vince Christian
12/01	Personal Skills: Time Management (outside trainer) – Sarah Raker

<u>Date</u>	<u>Topic and Organizer</u>
1/02	Ambient Monitoring – Steven Moore
2/02	Groundwater Assessment – Greg Bartow
3/02	Computer Software (MS Access, MS Powerpoint) – Mary Ann Beesley
4/02	Compliance Tools – Shin-Roei Lee
5/02	Offsite Training: East Bay watershed management – Greg Bartow
6/02	GIS/ArcView – Jeff Kapellas
7/02	Fortis Imaging Software – Julie Menack and Larry Kolb
8/02	Personal Skills: Gender-linked Communication and Sexual Harassment Prevention (outside trainer) – Susan Gladstone
9/02	Computer Software (Groupwise) – Mary Ann Beesley
11/02	Health/Safety 8-Hour Refresher – Vera Liou
12/02	Wetlands – Andree Breaux
1/03	Personal Skills: Negotiation (outside trainer) – Greg Bartow
2/03	Cleanup Technologies – Curtis Scott
3/03	Turning Data into Information – Richard Looker
4/03	Groundwater-Surface Water Interactions – Keith Roberson
5/03	Offsite Training: Cargill salt ponds – Abigail Smith
6/03	Enforcement – Wil Bruhns
7/03	Transition to Supervision (outside trainer) – John Wolfenden
9/03	Health/Safety 8-Hour Refresher – Cynthia Hales
10/03	Personal Skills: Writing (outside trainer) – John Kaiser/Terry Seward
112/03	Stream and River Protection – Steven Moore
1/04	Environmental Risk Assessment – Roger Brewer and Naomi Feger
2/04	Regional Board Functions: Inspections – Greg Walker
3/04	Watershed Topics – Shin-Roei Lee
4/04	Computer Skills (Word and Excel) – Sonny Bonifacio
5/04	Offsite Training (watershed issues at Sunol RP) – Wil Bruhns
6/04	Improving Relations with State Board – Lawrence Kolb
8/04	Assuring Quality of Monitoring Data – Farhad Azimzadeh
9/04	Health/Safety 8-Hour Refresher – Cynthia Hales
10/04	Wastewater Treatment Technologies – Lila Tang

<u>Date</u>	<u>Topic and Organizer</u>
1/05	Presentation Techniques and Tools (outside trainer) – Derek Whitworth
3/05	Personal Skills: Meetings – Christine Boschen
4/05	Managing Time and Clutter – Larry Kolb
5/05	Offsite Training (South SF Bay) – Steve Moore
6/05	Public Participation (SWRCB organized) – Richard Looker
7/05	Balancing Priorities (outside trainer) – Lila Tang
9/05	Health/Safety 8-Hour Refresher – Cynthia Hales
10/05	Permitting Extravaganza – Gina Kathuria
1/06	Meeting Facilitation – Christine Boschen
2/06	Computer Skills: Word and Powerpoint (outside trainer) – Mary Ann Beesley
3/06	Electronic Document Management – Derek Whitworth
4/06	Meet Another Agency – Anders Lundgren
5/06	Offsite Training (Bay Bridge and Eastshore Park) – Keith Lichten
6/06	Media Training (OPA staff) – Stephen Hill
10/06	Sexual Harassment Prevention (K.White/SWRCB) – Stephen Hill
11/06	Delta 101 [issues facing the Delta] – Shin-Roei Lee
12/06	Health/Safety 8-Hour Refresher (SWRCB contractor) – Stephen Hill
1/07	Turning Data into Information – Jeff Kapellas/Richard Looker
3/07	SF Estuary Institute (Mike Connor et.al.) – Bill Johnson
4/07	Technical Writing (SWRCB contractor) – Stephen Hill
5/07	Offsite Training (Napa River) – Alec Naugle
6/07	Advanced Laws and Regulations – Wil Bruhns/Dorothy Dickey

APPENDIX C

IN-HOUSE TRAINING TOPICS FOR FY 07-08

CALIFORNIA REGIONAL WATER QUALITY CONTROL BOARD
SAN FRANCISCO BAY REGION

IN-HOUSE TRAINING – TOPICS FOR FY 2007-08

Date	Topic	Organizer	Division
Sept tbd	8-hour H&S Refresher	Sandia Potter** (trainer thru State Water Board)	Planning
Sep 20	Electronic Content Management	Devender Narala (and Document Management committee)	GWP
Oct 18	Contaminated Sediment Management	Beth Christian / Gina Kathuria*	GWP
Nov 29	Microsoft Word/Excel/Power Point	Mary Ann Beesley (thru outside trainer)	Management Services
Jan 17	Emerging Contaminants	Naomi Feger / Robert Schlipf	Planning/ NPDES
Feb 21	Land Use Policy	Dale Hopkins	Watershed
Mar 20	Water Recycling	Michael Rochette/Blair Allen	Planning/ Watershed
Apr 17	Personal Skills: Negotiation	Shin-Roei Lee* (thru Training Academy trainer)	Watershed
May 22	Offsite Training – coastside SF/San Mateo	Stephen Hill*	Toxics

* or designee

** interim H&S Coordinator