

**RESOLUTION NO. 2055**

A RESOLUTION OF THE COUNCIL OF THE CITY OF SALISBURY, MARYLAND ACCEPTING FUNDS AWARDED THROUGH A GRANT FROM THE LOCAL GOVERNMENT INSURANCE TRUST TO PROVIDE TRAINING TO OUR MANAGEMENT EMPLOYEES ON HOW TO AVOID EMPLOYMENT LEGAL LIABILITY.

WHEREAS, the City of Salisbury submitted a grant application requesting funding from Local Government Insurance Trust to provide training to our management employees; and


WHEREAS, the City of Salisbury's grant application was approved by the Local Government Insurance Trust in the amount of \$1000; and

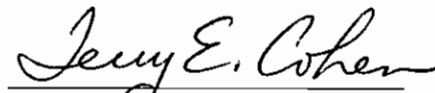
WHEREAS, the grant was awarded to the City of Salisbury;

NOW, THEREFORE, BE IT RESOLVED, on this 23<sup>rd</sup> day of May that the Council of the City of Salisbury, Maryland does hereby accept the funds awarded from the Local Government Insurance Trust and will be used to provide education for employee on employment legal liability issues.

THE ABOVE RESOLUTION was introduced and duly passed at a meeting of the Council of the City of Salisbury, Maryland held on May 23, 2011, and is to become effective immediately.

ATTEST:

  
Brenda J. Colegrove  
City Clerk

  
Terry E. Cohen  
Council President

APPROVED by me this 24<sup>th</sup>  
day of May 2011.

  
James Preton, Jr.  
Mayor

# Memo

**To:** John Pick, City Administrator  
**From:** Pamela B. Oland, Director of Internal Services  
**Date:** May 18, 2011  
**Re:** Accepting an Educational Grant from LGIT

ABO

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Local Government Insurance Fund (LGIT), the City of Salisbury's Liability insurance company offers its members the opportunity to apply for educational grants. These grants are to be used by employers to assist with training to reduce liability claims.

The City of Salisbury applied for a grant in the amount of \$1000 to provide a training class for City employees on Regional Employment Law Liability Issues. This class will be given to all management employees to provide recent court case updates regarding employment law liability issues. The City of Salisbury will not need to provide any funding related to this grant. There is no match requirement and the grant covers all costs associated with the class.

LGIT approved this grant application and has awarded the City of Salisbury \$1000 to cover the cost of this training. Attached please find a resolution through which the City of Salisbury accepts the grant. Also attached is a copy of the grant application and the award letter from LGIT. If you have any questions, please let me know.



Local Government Insurance Trust  
 7225 Parkway Drive  
 Hanover, Maryland 21076  
 Phone: 443-561-1700 / Fax: 443-561-1701  
 1-800-673-8231 / www.lgit.org

## Training Grant Application – Fiscal Year 2011

The Training Grant Program was developed to provide assistance to members of the Trust who wish to assist their employees with obtaining education and training to reduce liability claims and property damage. Please refer to the FY-2011 Training Grant Program Information document available on [www.lgit.org](http://www.lgit.org) for detailed application information.

|   |                              |  |
|---|------------------------------|--|
| Local Government<br><i>City of Salisbury</i>  | Grant Cycle<br><i>Spring</i> | Application Date<br><i>3/28/11</i>                     |
| FY Operating Budget<br><i>FY 2011 \$30,658,753</i>  | Population<br><i>28,800</i>  |  |
| Title (Please provide a brief overview of the training/event you would like to attend.)<br><i>would like to bring training Here to Managers &amp; Supervisors in Employment law Employee Relations.</i>   |                              |  |
| Problem (Explain why attending this training/event helps you and your organization. State how this training fits into your overall safety program).<br><i>Lack of expertise in legal ramifications of poor use of policies for progressive discipline. Importance of following performance Evaluation process. Proper Record Keeping</i>  |                              |  |
| Innovative Solution<br>(Describe in 200 words or less how obtaining the training/education outlined above will provide a creative and resourceful solution to the problem you have. Also, please explain how the training will reduce claims and affect the line(s) of insurance coverage provided to your local government by LGIT.)<br><i>Kevin Karpinski provides Excellent training in how to have progressive discipline, documentation, performance Evaluations become a cohesive map to avoiding legal issues related to such items.</i> |                              |  |
| Cost (Please itemize as completely as possible. Also, please breakdown the cost by number of planned attendees per the total cost of proposed training program.)<br>Seminar <input checked="" type="checkbox"/><br>Meals <input checked="" type="checkbox"/><br>Lodging <input checked="" type="checkbox"/><br>Travel <input checked="" type="checkbox"/><br>Other (Please describe) <u>Materials</u>   |                              | Total Amount of Grant Request<br><br><i>\$ 1000.00</i> |
| Contact's First Name<br><i>Jeanne</i>   | Last Name<br><i>Loyd</i>     | Title<br><i>HR associate</i>                           |
| Address<br><i>125 N. Division St · Salisbury MD 21801</i>   |                              |  |
| Phone <i>410 410-677-1951</i>   | Fax <i>410-548-3748</i>      | E-mail<br><i>jloyd@ci.salisburymd.us</i>               |

- Attach verification of cost associated with this seminar, as well as a description of the course.
- Attach written recommendations from your current supervisor.

**Deadlines:**

Please check one.

| Quarter                                    | Submission Deadline | Expected Date of Distribution |
|--|---------------------|-------------------------------|
| <input type="checkbox"/> Fall              | September 10, 2010  | October 13, 2010              |
| <input type="checkbox"/> Winter            | December 17, 2010   | January 28, 2011              |
| <input checked="" type="checkbox"/> Spring | March 28, 2011      | April 28, 2011                |

**Eligibility** (Notice: Please refer to the FY-2011 Training Grant Program Information sheet available on LGIT's website for a complete description of eligibility requirements.)

- Intended to reduce the risk of losses covered by LGIT such as general liability, auto liability, auto physical damage, public official liability, law enforcement liability and property damage. LGIT does not offer workers' compensation coverage.
- Will have a bearing on the Member's insurance coverage held with LGIT.
- Allows other LGIT member local governments to attend the training.
- One-page summary attached describing how the training will assist the applicant in performing his/her job duties and contribute to the reduction of claims with LGIT.
- Description attached detailing training/event including costs, duration, qualifications of the instructor/speaker, etc.
- Does not include requests for equipment or materials unless directly related to the education/training.
- Does not include requests for videos.
- Will be limited to one per local government per fiscal year.
- Applications for each grant cycle must be received by the deadline indicated above.
- Recipients agree to provide follow-up information on the use and effectiveness of the grant received. **Failure to return the completed questionnaire within 120 days of the training's implementation may result in a forfeiture of the grant funds and possible ineligibility for future grant awards for up to two years.**

Applicant's Signature/Title Jesse Reid, HR Associate

Elected Official or Designee's Signature/Title Pamela B. O'Leary, Director Internal Services

For further information regarding LGIT Grant Programs please contact Lawrence J. Bohlen, Manager Member Relations & Education at 1-443-561-1700 or lbohlen@lgit.org



Founding Organizations



February 7, 2011  
Request for Grant  
LGIT

Request for Kevin Karpinski, Esquire to provide a class in Reducing Your Liability Exposure, Through Knowledge.

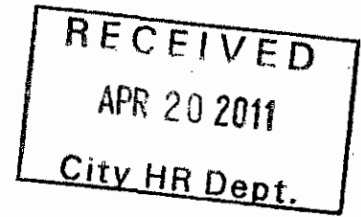
The training class would be tailored to fit the needs of our Managers, Supervisors, Shift Leaders in areas where we may have the greatest risk of exposure to Employment Law Liability; such as New Developments in Employment Law, Performance Evaluations, and Progressive Discipline.

Kevin Karpinsky has provided our hot line help through LGIT for employment issues. Mr. Karpinsky is aware of the kinds of issues that we deal with and can provide a good program for our staff to help them gain the knowledge they absolutely must have to help us avoid any greater liability in these arenas.

Kevin has agreed to cap the cost for a 2-2.5 hour program to \$1,000.00 for 30 to 50 participants, this includes everything, materials, meals, travel and lodging if necessary.



7225 Parkway Drive, Hanover, MD 21076 • www.lgit.org  
TEL 443.561.1700 • MD 800.673.8231 • FAX 443.561.1701



April 18, 2011

Ms. Jeanne Loyd  
Human Resources  
City of Salisbury  
125 N. Division Street  
Salisbury, MD 21801

Dear Ms. Loyd:

Congratulations! We are pleased to advise you that your application for a LGIT Training Grant in the amount of \$1,000.00 has been approved. The grant will enable you and/or your designee(s) to attend "Reducing Your Liability Exposure Through Knowledge". We commend the steps that you have taken to proactively address the training needs of City of Salisbury. This is an example of how LGIT and local governments can work together to address risk management concerns.

Once you have implemented this educational grant program, please complete and return the enclosed questionnaire. Your responses will enable us to monitor the effectiveness of the grant award. A failure to do so within ninety (90) days of grant implementation may result in a forfeiture of the grant funds and possible ineligibility for future grant awards for up to two years.

Congratulations again, and if you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Timothy S. Ailsworth  
Executive Director

TSA/mdy

cc: Ms. Pamela Oland  
Director of Internal Services  
Ms. Shawanda Garrison  
Internal Services