

# TRAINING BULLETIN

[WWW.ERMAJPA.ORG](http://WWW.ERMAJPA.ORG)



February 6, 2025



## Top News

### 24/25 Training Compliance Survey Launch

The 2024/25 Training Compliance Self - Certification Survey is live! This year, the survey is available via ERMAnet. The deadline to complete the survey is **June 30, 2025**. To access the survey, [click here](#).

### ERMA Biannual Letter

ERMA staff recently disseminated the biannual letter to our members. If you missed it, you can view it [here](#).

## Exciting News!

### Elected & Appointed Officials - Best Practices in Public Service

We are thrilled to announce a valuable opportunity for newly elected and appointed officials within the ERMA membership.



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## Bulletin Highlight

### Elected & Appointed Officials – Best Practices in Public Service

Elected and appointed officials play a critically important role in their service to the public. Because of this, they are held to high standards and expectations under California law. To ensure these standards are met and to promote a culture of professionalism and respect, **the Government Code requires at least two hours of harassment prevention training and education within the first six months of taking office or commencing employment, then again, every two years.**

ERMA, in partnership with renowned firms Liebert Cassidy Whitmore and Jackson Lewis, is thrilled to introduce a new initiative focused on training and educating all elected and appointed officials within the ERMA membership. This will be a comprehensive two-part training, totaling three hours. ERMA staff is currently planning sixteen (16) regional trainings across the state. This initiative is a testament to our commitment to providing valuable loss prevention services to our members.

**Part I of this interactive training** will satisfy the two hours of sexual harassment prevention training required to be provided to all local agency officials or other designated employees by a local agency; fulfilling the statutory requirements for preventing harassment, discrimination, and retaliation in public agencies.

**Part II** will build on the legal requirements covered in the first session and provide training on developing and maintaining best practices for acting in the best interest of the public.



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Using case studies and discussion, the training will enhance critical “soft skills” of leadership, including confidentiality, courtesy, transparency, and fairness. This part of the training will provide best practices for public service so that elected officials and members of legislative bodies can ethically, fairly, and effectively serve the public.

#### **Who Should Attend?**

Members of a Legislative Body, Elected & Appointed Officials, and employees designated by their employer.

#### **MCLE Credit**

LCW and Jackson Lewis are approved providers for Minimum Continuing Legal Education (MCLE) Credit. Attorneys attending this course will receive three (3) hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the workshop.

#### **Training Locations, Dates, & Registering**

All scheduled training locations and information will be available on the ERMA website under the ‘Upcoming Events/Live Trainings Tab’. To view the current list of scheduled trainings, please click [here](#). If you have questions, or encounter issues registering, please email [ERMAtraining@sedgwick.com](mailto:ERMAtraining@sedgwick.com), you can contact ERMA’s Training Coordinator, Kassandra Batista at [kassandra.batista@sedgwick.com](mailto:kassandra.batista@sedgwick.com), or Yvette Flama at [yvette.flama@sedgwick.com](mailto:yvette.flama@sedgwick.com).





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### Elected & Appointed Officials – Best Practices in Public Service

#### **Are you ready to make a difference in your agency?**

After the November elections, all ERMA members will have newly elected and appointed officials. This is a **FREE** opportunity for these officials to acquire the skills, knowledge, and confidence necessary for effective service. ERMA kindly requests that all members share this important information within their organizations.

#### **Hosting a Training**

If your agency is interested in hosting one of these vital trainings, please send an email to [ERMAtraining@sedgwick.com](mailto:ERMAtraining@sedgwick.com).

*Please note: ERMA is sponsoring this training for our members. While there will be no cost to participate in the training, travel is not reimbursable through the Training and Risk Management Grant Fund.*



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### 2024/25 Employment Practices Policy Review Program

ERMA continues to focus on all our members participating in the 2024/25 Personnel Policies and Procedure survey. Our strategic partner, Liebert Cassidy Whitmore, is diligently working on reviewing all submitted surveys and providing a written memorandum to the members. If you have not submitted your survey, we strongly encourage you to take advantage of this fantastic opportunity!

To access the survey, log into [ERMANet](#) and navigate to the 'Survey' tab. From there, you can launch the survey. We have created an easy-to-follow guide that covers everything you need to know to navigate the survey. The guide is easily accessible under the 'Administration' page of ERMANet, on the left toolbar, titled 'Admin Guide.' To make things easier, we have included a link to the guide [here](#).

We ask that all members complete the survey no later than **March 31, 2025**. If you have questions or need assistance accessing and completing the survey, please email [ERMATraining@sedgwick.com](mailto:ERMATraining@sedgwick.com).

Please visit the [ERMA website](#) for more information regarding the survey and the grant funds available to our members.



## Member Services & Programs

### Attorney Hotline

Members have access to one hour of free legal advice per month from one of ERMA's partner law firms.

[Member List Attorney Hotline List](#)

### Frequently Asked Questions

Please refer to [ERMA's Quick Reference Guide](#) for answers to commonly asked questions.

### Sign up for Live Trainings!

If your agency is considering hosting a live training session, [click here](#) to view the list of training topics for the 2024/25 program year.

Requests can be submitted through the online [Training Request Form](#).

### Training and Risk Management Reimbursements

To submit a reimbursement, please complete the online [Training Reimbursement Form](#). The deadline to submit reimbursements for the 2024/25 program year is **June 30, 2025**.