



# WASHTENAW COUNTY OFFICE OF THE SHERIFF



JERRY L. CLAYTON  
SHERIFF

2201 Hogback Road ♦ Ann Arbor, Michigan 48105-9732 ♦ OFFICE (734) 971-8400 ♦ FAX (734) 973-4624 ♦ EMAIL [sheriffinfo@washtenaw.org](mailto:sheriffinfo@washtenaw.org)

MARK A. PTASZEK  
UNDERSHERIFF

September 1, 2023

CR 52675.1

Strategic Innovation Associates, LLC  
Cheryl Foss  
17931 West 77<sup>th</sup> Drive  
Arvada, CO 80007

Dear Ms. Foss,

Washtenaw County wishes to amend the contract with your agency. Corporation Counsel has indicated that this amendment could be accomplished by a letter signed by both of us. If this amendment is agreeable to you, please sign and return all copies of this letter. You will receive an executed copy of this letter upon completion.

Accordingly, I hereby amend the Service Contract between Washtenaw County and Strategic Innovation Associates, LLC., dated November 1, 2020, as follows.

Amend ARTICLE I – SCOPE OF SERVICES to extend the contract as follows:  
The Contractor has developed and will provide the proposed projects and sessions as outlined in "Proposal and Agreement" Attachment A

Amend ARTICLE II – COMPENSATION to extend the contract as follows:  
Upon completion of the services outlined in "Proposal and Agreement" Attachment A and submission of invoices the County will pay the Contractor a monthly amount not to exceed eight thousand nine hundred sixty dollars and zero cents (\$8960.00) in addition to "other expenses" as warranted to include reimbursement of travel expenses.

Amend ARTICLE IV – TERM to extend the contract as follows:  
"This contract shall be in full force and effect for the term of twelve (12) months commencing November 1, 2023, through October 31, 2024, with an option to extend for (1) one additional one (1) year period

All other terms and conditions remain the same as in the original contract, subsequent amendments and any applicable RFP/RFQ

ATTEST:

*Lawrence Kestenbaum*

09/12/2023

Lawrence Kestenbaum (DATE)  
County Clerk/Register

WASHTENAW COUNTY

*Gregory Dill*

09/11/2023

Gregory Dill (DATE)  
County Administrator

APPROVED FOR CONTENT

*Jerry L. Clayton* 9/6/23  
Jerry L. Clayton (DATE)  
Sheriff

CONTRACTOR

Accepted by *Cheryl D. Foss* 9/6/23  
Cheryl Foss (DATE)  
Strategic Innovation Associates, LLC.

Original · Clerk  
cc Contractor  
Sheriff's Office  
Purchasing

*Attachment "A"*

***Proposal and Agreement***

Prepared for

***Washtenaw County  
Sheriff's Office  
Leadership Development***

Submitted by

**Cheryl Foss**  
**Strategic Innovation Associates, LLC**  
17931 West 77<sup>th</sup> Drive  
Arvada, CO 80007  
303-604-9582  
cheryldfoss@msn.com

**September 5th, 2023**



STRATEGIC INNOVATION  
ASSOCIATES

## **PROJECT OVERVIEW**

Sheriff Jerry Clayton of Washtenaw County Sheriff's Office has requested continued leadership development services for his Executive Team, Administrative Team and Key Leaders to achieve the following outcomes

- Continue to build and integrate key leadership behaviors for the Executive Team
- Understand each other's styles, increase self-awareness, and develop and integrate enhanced leadership competencies both individually and collectively as a team across the organization
- Create synergy and alignment between the Executive Team, Administrative Team, Sergeants and Deputies in order to achieve the Mission and Vision of the Office
- Build trust, increase communication skills, and become more of a high performing organization
- Continue to build leadership capacity and competency for succession planning throughout the organization
- Support the transition of leadership in the organization

## **PROPOSED APPROACH**

Strategic Innovation Associates, LLC uses a customized approach to Alignment and Leadership Development work. This approach ensures alignment of key stakeholders and is highly participative. In addition, during each individual or team session, participants will commit to action and accountability will be embedded in the process with a focus on integration and sustainability.

This approach will be over a 12-month process (November 1<sup>st</sup>, 2023, to October 31<sup>st</sup>, 2024). The timeline may evolve and change in partnership with Jerry Clayton depending on priorities, leadership changes, calendars, and scheduling.

SIA, LLC recommends the following Scope of Work

### **Cohort 9 Leadership Development Sessions**

- 1 Conduct Leadership Sponsor Meeting – Cheryl will connect with Sheriff Clayton and other key stakeholders prior to each Cohort to solidify participant list, discuss desired outcomes, identify any coaching candidates, and understand context of the cohort
- 2 Administer questionnaire and complete data analysis – All participants for each cohort will receive a questionnaire to complete that will help guide the content and priorities for session content. Cheryl will analyze the data and incorporate into the program content
- 3 Administer TTI TriEQ assessments in preparation for Cohort Kick – off Session
- 4 Design and facilitate Kick-off session – Cheryl will design and facilitate a 1-day Cohort Kick-off session with specific outcomes and process based on input from data analysis, assessment results and stakeholder input

- 5 Design and facilitate 2 additional half-day sessions during a 6 month period for each cohort that will be validated based on the priorities for that particular cohort and check-ins with the Sheriff

**Coaching Candidates** – there will be 12 Coaching Candidates selected during the program. The Candidates may be new clients that have been through a Cohort or Extensions for those that are in critical roles or have been promoted.

- 1 Administer 360 LPI Assessments and TriEQ Assessment consisting of DISC Profile, Motivators and Emotional Intelligence Assessment for each of the coaching candidates (with the exception of the clients receiving an extension)
- 2 Conduct 1 5 hour virtual debrief sessions with each new candidate prior to the kick-off session and identify individual opportunities for development and specific goals for the program. Each extension will have a sponsor call with their supervisor to align around extension opportunities
- 3 Conduct coaching calls with coaching candidates every 3 - 4 weeks (8 calls total) to integrate identified leadership competencies and work on individual goals identified in debrief session and team session

#### **Executive Team**

- Design and facilitate 2 – three hour sessions throughout the program to integrate leadership behaviors, continue alignment, support leadership transition, learn new competencies, build individual teams and continue to build succession plan
- Design and facilitate two - ½ day Transition Sessions to plan and prepare for Sheriff Transition (attendees TBD)

#### **Additional Team Booster Sessions**

- Design and facilitate 8 – two hour Booster Sessions (2 per year per team) for the following teams
  - Police Services
  - Dispatch
  - Corrections
  - Administrative Operations Division
- Design and facilitate 1 – half day reset session for team that will be affected by the transition (if applicable, if not time will be re-allocated to coaching client)

#### **On-going**

- Conduct calls with Sheriff Clayton and other key stakeholders to check on progress, brainstorm overcoming obstacles, align around outcomes for the sessions and plan for integration and sustainability

## **PROPOSED COSTS**

Strategic Innovation Associates, LLC will honor the non-profit rate of \$3400 00 per day  
Cost of the program will be \$8,960 00 per month for (12) months starting November 1<sup>st</sup>,  
2023 through October 31<sup>st</sup>, 2024

### **Other Expenses**

In addition, travel expenses, meeting room space, AV equipment, and copies of  
materials as needed, will be paid for by Washtenaw County Sheriff's Office at actual  
cost. Agreed upon assessments will be invoiced at actual cost.

**Terms**

Invoices will be submitted at the beginning of the month for program fees Expenses will be invoiced upon completion of travel and use of assessments with Net 30

**CONTACT INFORMATION**

Strategic Innovation Associates, LLC  
Cheryl D Foss  
17931 West 77<sup>th</sup> Drive  
Arvada, CO 80007  
303-604-9582  
[cheryldfoss@msn.com](mailto:cheryldfoss@msn.com)

**ACCEPTANCE**

Please sign below for acceptance of this proposal

**Washtenaw County Sheriff's Office**

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date