



# CITY OF RAPID CITY

RAPID CITY, SOUTH DAKOTA 57701-2724

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## Human Resources

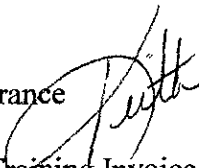
300 Sixth Street  
605-394-4136

LF051006-06

### MEMORANDUM

DATE: May 1, 2006

TO: Jim Preston

FROM: Keith L'Esperance 

SUBJECT: Harassment Training Invoice

Attached is the invoice for the harassment training that was just completed. Initially, we requested proposals for up to 14 hours of employee training. In fact, in order to accommodate scheduling for as many as possible to attend live presentations, we ended up completing 20 hours of training, an increase in the contracted amount of an additional \$1,050. This needs to go back before Legal and Finance to amend the contract for the amount due. I have cc'd this to City Attorney Office to put this item on the agenda for the next L&F meeting.

If you have any questions or concerns, please let me know.

cc: City Attorney Office



Virginia Wood Nelson

22882 Pine Meadows Court  
Rapid City, SD 57702

# Invoice

Date	Invoice #
4/19/2006	04-92

Bill To
City of Rapid City Human Resources Department 300 Sixth Street Rapid City, SD 57701-2724

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
20	Workplace Harassment training for employees of the City of Rapid City on March 6, March 10, March 14, April 4 and April 10, 2006 in Rapid City, South Dakota.	175.00	3,500.00T
	Sales Tax	0.00%	0.00
<i>Virginia Wood Nelson 4/19/06</i>		<b>Total</b>	\$3,500.00

Proposal for Workplace Harassment and Workplace Violence Training  
For the City of Rapid City  
By Ginny Wood Nelson Med. LPC, CEAP

Proposed Services:

Provide training to employees and supervisors around creating a harassment and violence free workplace. The training will focus on identification of critical information and issues related to the subjects, awareness of methods of prevention and concrete steps to take if harassment or threats of violence occur. Methods of instruction will include; Power point presentation, role play with participants and written assessment to be taken by participants at the end of the session to evaluate their subject knowledge based on the training. Additional information about specific materials and methods used can be provided upon request.

Fees for Services:

Training services based on hourly rate of: \$175.00 per hour

Based on providing multiple trainings at a duration of 2-3 hours which total 12-14 hours of total service hours delivered: \$2,450.00

Fee for service does not include materials. Masters of materials will be provided. The City of Rapid City will be responsible for printing the number of copies needed for employees and supervisors.

References:

Nancy Alexander  
Black Hills Corporation HR Director  
605-721-2333

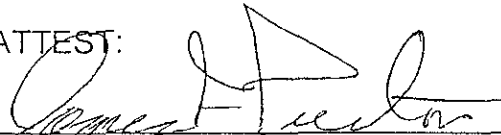
Additional references may be provided upon request


**Ginny Wood Nelson Med. LPC, CEAP**  
**22882 Pine Meadows Court**  
**Rapid City, South Dakota 57702**  
**Ginnynelson5@msn.com**  
**605-381-0659**

PROPOSAL FOR WORKPLACE HARASSMENT  
AND WORKPLACE VIOLENCE TRAINING  
FOR THE CITY OF RAPID CITY  
BY GINNY WOOD NSLON MED. LPC, CEAP

SIGNATURE PAGE

ATTEST:

  
\_\_\_\_\_  
Finance Officer

CITY OF RAPID CITY  
  
\_\_\_\_\_  
Mayor

(SEAL)