County of Los Angeles
DEPARTMENT OF PUBLIC SOCIAL SERVICES
12860 CROSSROADS PARKWAY SOUTH · CITY OF INDUSTRY, CALIFORNIA 91746
Tel (562) 908-8400 · Fax (562) 908-0459

BRYCE YOKOMIZO
Director

Board of Supervisors
GLORIA MOLINA
First District
YVONNE B. BURKE
Second District
ZEV YAROSLAVSKY
Third District
DON KNABE
Fourth District
MICHAEL D. ANTONOVICH
Fifth District

March 15, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

RECOMMENDATION TO AUTHORIZE AGREEMENT BETWEEN THE DEPARTMENT OF PUBLIC SOCIAL SERVICES AND CALIFORNIA STATE UNIVERSITY NORTHRIDGE TO LOCATE A MASTER OF PUBLIC ADMINISTRATION PROGRAM AT THE DEPARTMENT'S HEADQUARTERS LOCATION

(ALL DISTRICTS – 3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Delegate authority to the Director of the Department of Public Social Services (DPSS) to enter into a non-financial agreement with California State University Northridge (CSUN) to locate a Master of Public Administration (MPA) Degree Program at the Department's Headquarters location, following review and approval by the Chief Administrative Office and County Counsel.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Agreement will permit CSUN, an accredited public university in the California State University system, to locate a MPA degree program at the DPSS headquarters location – 12820 Crossroads Parkway South, City of Industry, CA 91746. The program is expected to include 25-30 Department staff and will begin in May 2005. The CSUN MPA degree program will qualify staff for admission to the program. Participating staff will be responsible for paying their tuition and any other related expenses. Classes for the program will take place at Department headquarters on Fridays, 9:00 a.m. to 5:00 p.m. DPSS staff who complete the program will receive a MPA degree from CSUN. The time required to complete the program is two years.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION (cont.)

The Department will accommodate 4/40 work schedules with Friday Regular Days Off for staff who are enrolled in the program. Any work schedule adjustments will not interfere with departmental operations. Additionally, a condition of enrollment in the program will be that class participation requirements will not in any way interfere with employees work assignment responsibilities. There will be no promotional promises or other commitments to staff based on their enrollment in or completion of the program. Participating employees may be entitled to receive Department Tuition Reimbursement payments based on the normal application process and availability of funds.

The CSUN MPA program provides practicing professionals a learning environment, which supports, develops and assists them in enhancing skills and professionalism. DPSS believes that collaboration with CSUN will improve our employees' ability to perform assignments and will provide valuable training for staff who may become future Department managers. The MPA program will include Public Administration core courses and Social Welfare elective courses that are related to the Department's mission.

Implementation of Strategic Plan Goals

This recommended action is consistent with the principles of the Countywide Strategic Plan Goal # 2.1 objective, to develop new training programs and enhance current employee training programs to provide staff with the skills and tools needed to fulfill their roles, meet employee performance measures, foster computer literacy, and accomplish the Department's mission. This action is also consistent with the DPSS Strategic Plan Goal #5 – to expand the number and types of training programs available to insure that all staff and managers receive the training essential to enhance the quality of their performance.

FISCAL IMPACT

No additional County costs will be incurred as a result of this recommended action. There is no net County cost impact associated with locating the CSUN MPA program at DPSS headquarters. The classroom will be located in a headquarters building during business hours. The classroom activities will not require any additional building, security or other expenses and is consistent with the County's lease of the facility. Staff will attend classes on their own time. Enrolled staff will be responsible for paying CSUN tuition and any other class expenses.

FACTS AND PROVISIONAL/LEGAL REQUIREMENTS

County Counsel and the Chief Administrative Office's Risk Management Section will review and approve a memorandum of understanding (MOU) between DPSS and CSUN for implementation of the MPA degree program. The MOU will insure that all legal/liability issues and County provisions are addressed.

CSUN will indemnify the County with regard to their delivery of the MPA program. The agreement will not involve any provisions that are not related to implementation of the MPA Degree Program. CSUN will be responsible for providing worker 's compensation for coverage of all program instructors. The agreement will not result in unauthorized disclosure of confidential information and will be in full compliance with Federal, State and County regulations. CSUN faculty will have limited access to DPSS facilities.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one (1) adopted stamped Board Letter.

Respectfully submitted,

Bryce Yokomizo
Director

BY:chp

c: Chief Administrative Officer
County Counsel
Executive Officer, Board of Supervisor