COUNTY OF LOS ANGELES

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BOARD OF SUPERVISORS
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DEPARTMENT OF MENTAL HEALTH

http://dmh.lacounty.gov

Reply To: (213) 738-4601
Fax: (213) 386-1297

April 19, 2007

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

Dear Supervisors:

AGREEMENTS WITH PASADENA CONVENTION CENTER FOR SPACE AND CATERING SERVICES AND APPROVAL OF REQUEST FOR APPROPRIATION ADJUSTMENT FOR THE NINTH ANNUAL COUNTYWIDE MULTICULTURAL CONFERENCE (ALL SUPERVISORIAL DISTRICTS) (4 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve and delegate authority to the Director of Mental Health or his designee to execute agreements with the Pasadena Convention Center for space and catering services for the Ninth Annual Countywide Multicultural Conference (Conference) to be held May 16 and 17, 2007, at a total estimated cost for these services not to exceed $50,000. The estimated total cost of the conference, including space and catering services is $87,000, and will be fully funded by registration fees from participants, other County departments, and donations from sponsors for the Conference.

2. Authorize Department of Mental Health (DMH) staff to purchase food and beverages for County employees attending the Conference as an exception to Section 5.40.097, Incidental Expenses, of the Los Angeles County Code, which limits such purchases to $500 per occurrence.

3. Authorize County departments participating in the Conference to pay registration fees from their existing approved budgets.

4. Authorize the Director of Mental Health, with approval of the Auditor-Controller, to carryover and transfer any remaining funds from this event (i.e., registration revenues and/or monetary donations) to the department responsible for coordination of the next Conference in Fiscal Year (FY) 2007-08.

5. Approve the Request for Appropriation Adjustment (Attachment) for FY 2006-07 in the amount of $87,000 to increase Services and Supplies (S&S). This appropriation adjustment is fully funded by the registration fees from participants, other County departments, and donations from sponsors for the Conference.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Approval of the recommended actions will enable the Director of Mental Health to execute agreements with the Pasadena Convention Center to guarantee space rental and catering services to hold the Conference on May 16 and 17, 2007. The purpose of the Conference is to provide County employees with a learning opportunity to gain skills in working with Los Angeles County's diverse population. Additionally, DMH will be authorized to provide meals to various County employees participating in the Conference.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan Organizational Goal No.1, "Service Excellence" and Goal No. 2, "Workforce Excellence." These actions will enhance employees' understanding of the diversity of cultures within Los Angeles County and ensure improved delivery, efficiency, and effectiveness of services.

FISCAL IMPACT/FINANCING

There is no increase in net County cost.

The request for Appropriation Adjustment in the amount of $87,000 will increase S&S, fully funded by the registration fees for the Conference. The registration fees will consist of funding from participants, other County departments, and donations from sponsors.

The estimated total cost of the Conference is $87,000. The final cost will be determined by the actual number of attendees, which is expected to range from 600 to 700 people. All remaining funds will be transferred, with the approval of the Auditor-Controller's

Office, to the department responsible for coordinating the next Conference in FY 2007-08.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In support of the Board of Supervisor's Policy on Diversity, the Conference will host 30 workshops that are aligned with the County's Strategic Planning goals and strategies. Conference participants will receive information that can be applied by all levels of personnel to ensure that they are prepared with new skills in cultural competency.

Historically, the Conference has received support from 15 to 20 County departments/ agencies, with approximately 500 County and non-County participants attending each year. Our goal for this year is to obtain 100 percent support and participation from County departments/agencies.

The Agreement formats have been approved as to form by County Counsel. The recommended actions have been reviewed by the Chief Administrative Office. The Auditor-Controller has reviewed and approved Recommendation Nos. 4 and 5.

CONTRACTING PROCESS

After reviewing the availability and prices of various facilities located in and near the Downtown Los Angeles area, the Pasadena Convention Center was chosen as the preferred site because of availability, size of accommodations, competitive price, and ease of both auto and public transportation for speakers and employees.

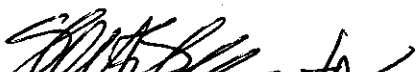
IMPACT ON CURRENT PROJECTS

The Conference workshops and presentations will provide County employees with a broad range of information related to the provision of culturally and linguistically appropriate public services. Past presenters have been well-received and have left lasting impressions on staff at all organizational levels.

CONCLUSION

The Department of Mental Health will need one (1) copy of the adopted Board actions. It is requested that the Executive Officer of the Board notify the Department of Mental Health Contracts Development and Administration at (213) 738-4684 when this document is available.

Respectfully submitted,



Marvin J. Southard, D.S.W.

MJS:SAS:JDC:DM

Attachment

c: Chief Administrative Officer
County Counsel
Auditor-Controller
Chairperson, Mental Health Commission

AB:MRM:MulticulturalConferenceBoardletter.Draft #3 32907

ATTACHMENT

76R 352M (11/83)

BOARD OF SUPERVISORS OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. NO. 435

DEPARTMENT OF MENTAL HEALTH

19

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4 - Votes

Sources:

Department of Mental Health
Special Programs/Events
A01-MH-20500-92-9462
$87,000

Increase Revenue

Uses:

Department of Mental Health
Services and Supplies
A01-MH-20500-2000
$87,000

Increase Appropriation

Justification:

This adjustment is requested to increase appropriation for Services and Supplies to provide spending authority for the Ninth Annual Countywide Multicultural Conference. This appropriation increase is fully funded by Registration fees from participants, other County departments, donations from sponsors. There is no impact on net County cost.

Marvin J. Southard, D.S.W. ✓
Director of Mental Health

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF ADMINISTRATIVE OFFICER FOR — ACTION ✓ RECOMMENDATION

AUDITOR-CONTROLLER NO. 220

BY Consign April 10 2007

APPROVED AS REQUESTED 4/17/2007 AS REVISED

CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED): BOARD OF SUPERVISORS 19

BY

DEPUTY COUNTY CLERK

SEND 5 COPIES TO THE AUDITOR-CONTROLLER