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DEPARTMENT OF PUBLIC SOCIAL SERVICES
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Fifth District

June 12, 2007

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 APPROVE OUT-OF-STATE TRAVEL EXPENSES FOR THE COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION BOARD TO ATTEND THE CAL/NEVA QUARTERLY MEETING IN LAS VEGAS, NEVADA FROM JUNE 28 – 29, 2007

(ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the out-of-state travel expenses up to a maximum amount of $918 for one (1) member of the Community Action Board (CAB) to attend the California/Nevada Community Action Partnership (Cal/Neva) Quarterly Meeting in Las Vegas, Nevada from June 28 – 29, 2007.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Community Services Block Grant (CSBG) Program is administered by the Department of Public Social Services (DPSS), which serves as a local Community Action Agency. The CAB is a mandated oversight board under Federal law and generally oversees the implementation of the various social service poverty programs funded with the County's CSBG allocation. The CAB was established by Board Order No. 107 on December 18, 1979 and serves as your Board's 15-member advisory body for the CSBG program. The CAB conducts public hearings and community needs assessments, evaluates program effectiveness, and establishes program priorities.

Cal/Neva is the State Association of California and Nevada Community Action Agencies which provides legislative alerts on important CSBG issues and identifies funding opportunities. The Los Angeles County Community Action Agency is a member of Cal/Neva. The quarterly meetings feature workshops, speakers and important networking opportunities for our CAB members.

According to County Code Section 5.40.132, we must obtain prior approval from your Board for any CAB expenses to travel outside the State.

Implementation of Strategic Plan Goals

The recommended actions are consistent with the principles of the Countywide Strategic Plan, Goal 5: Children and Families' Well-Being, as measured by achievements in the five outcome areas adopted by your Board: good health; economic well-being; safety and survival; social and emotional well-being; and education/workforce readiness.

FISCAL IMPACT/FINANCING

The total estimated out-of-state travel expenses of $918 (Attachment) will be funded with available Federal CSBG funds. There is no impact on Net County Cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

County Code Section 5.40.132 specifies that CAB members' out-of-state travel expenses are to be funded with Federal CSBG funding. The State Department of Community Services and Development has confirmed that this out-of-state travel to attend the Cal/Neva Quarterly Meeting is an appropriate use of CSBG funds.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will enable the CAB to become better educated on best practices for community action. The attendee will also be able to participate in roundtable discussions, informative workshops, and trade viewpoints with other board members and discover new strategies to improve existing programs.

CONCLUSION

The Executive Officer, Board of Supervisors, is requested to return one adopted stamped Board Letter to the Director of DPSS.

Respectfully Submitted,

Philip L. Browning
Director

PB:sb

Attachment

c: Executive Officer, Board of Supervisors
Chief Administrative Officer
County Counsel
Auditor-Controller
Community Action Board

Attachment

Estimated Out-of-State Travel Expenses for the Cal/Neva Quarterly Meeting in Las Vegas, Nevada from June 28 – June 29, 2007

Expense	Estimated Amount
Registration	$300
Accommodations (2 nights)	$180
Air Fare	$250
Meals	$68
Airport Shuttle/Parking	$120
Grand Total	**$918**

Note: All amounts are estimated costs for one Community Action Board member to attend the Cal/Neva Quarterly Meeting. The air fare is based on seven-day advance purchase, round-trip rate quotes obtained through DPSS' travel vendor.

Amounts for accommodations, meals and airport shuttle costs are based on maximum allowable daily reimbursements, per Auditor-Controller policy, not to exceed the State's reimbursement rates.