County of Los Angeles
CHIEF EXECUTIVE OFFICE
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WILLIAM T FUJIOKA
Chief Executive Officer

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First District

YVONNE B. BURKE
Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH
Fifth District

December 11, 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:

DEPARTMENT OF PUBLIC SOCIAL SERVICES: RECOMMENDATION TO APPROVE OUT-OF-STATE TRAVEL EXPENSES FOR THE COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION BOARD TO ATTEND THE COMMUNITY ACTION PARTNERSHIP 2008 WINTER MANAGEMENT AND LEADERSHIP TRAINING CONFERENCE IN NEW ORLEANS, LOUISIANA FROM JANUARY 9 – JANUARY 11, 2008

(ALL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the out-of-state travel expenses up to a maximum amount of $3,318 for two members of the Community Action Board (CAB) to attend the Community Action Partnership (CAP) 2008, Winter Management and Leadership Training Conference in New Orleans, Louisiana from January 9–11, 2008.

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. By attending this conference, the attendees will receive training on topics such as legal issues surrounding boards, selecting and keeping the right board members, and modifying the Board's by-laws.

County Code Section 5.40.132 mandates that prior approval of CAB expenses to travel outside the state be granted by your Board.

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 $3,318 (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 Community Action Partnership 2008, Winter Management and Leadership Training Conference in New Orleans 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 attendees will also be able to discover new strategies to help eliminate poverty and share experiences with other Community

Action Agencies, which will allow for a more efficient program and potentially enhance services to the poverty level residents in Los Angeles County.

CONCLUSION

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

Respectfully submitted,

William T Fujioka
Chief Executive Officer

WTF:SRH:SS
GP:JB:lbm

Attachments (2)

c: Executive Officer, Board of Supervisors
County Counsel
Department of Public Social Services
Auditor-Controller
Community Action Board

DPSS-CAP Trng Conf.bl

Attachment

Estimated Out-of-State Travel Expenses for the Community Action Partnership 2008 Winter Management and Leadership Training Conference in New Orleans, Louisiana from January 9–11, 2008

Expense	Estimated Amount
Convention Registration	$790
Accommodations (3 nights)	$1,098
Air Fare	$800
Meals	$430
Airport Shuttle/Parking	$200
Grand Total	**$3,318**

Note: All amounts are estimated costs for two Community Action Board members to attend the Community Action Partnership 2008 Winter Management and Leadership Training Conference in New Orleans, LA from January 9–11, 2008.

The airfare is based on seven-day advance purchase, round-trip rate quotes obtained through DPSS' travel vendor. In order to attend the first day of the conference, a three night hotel accommodation is necessary due to flight patterns and time zone differences.

Amounts for accommodations, meals and airport shuttle costs are based on maximum allowable daily reimbursements, per Auditor-Controller policy.

Helping People. Changing Lives.

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PARTNERSHIP

AMERICA'S POVERTY FIGHTING NETWORK

REGISTER NOW FOR THE 2008 WINTER MANAGEMENT & LEADERSHIP TRAINING CONFERENCE!

JANUARY 9-11 AT THE NEW ORLEANS MARRIOTT

REGISTRATION: Rates: $159 single/double. Call 1(888) 364-1200 and mention Community Action Partnership. Rates guaranteed until Friday, December 15, based on availability.

❑ **$395** ❑ **Member price $345**

Name _____ Title _____

Agency _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

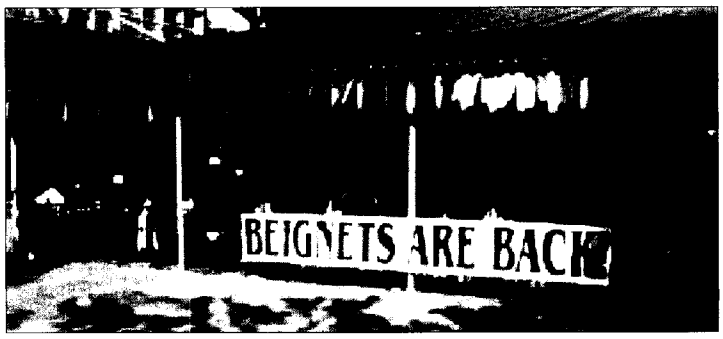
Please charge $ _____ to my: ❑ Visa ❑ Mastercard ❑ Discover ❑ AmEx

Card # _____ Expiration Date _____

Name on card _____ Company _____

Signature _____ EMAIL _____

Payment: Check, purchase order, or credit card information **MUST** accompany this registration form. Make checks payable to Community Action Partnership. Note: A portion of the room rates will help to defray Community Action Partnership's expenses. Pleases submit a separate form for each participant. Cancellations must be submitted in writing to Linda Goff by December 21, 2007, **after which fees cannot be refunded.** A handling charge of $100 per person will apply to all cancellation requests. Substitute registrants are permitted however; please notify Community Action Partnership of any substitutions.



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