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April 15, 2008

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 MENTAL HEALTH: APPROVE AGREEMENT WITH THE HILTON LOS ANGELES/UNIVERSAL CITY FOR SPACE AND CATERING SERVICES FOR THE TENTH ANNUAL COUNTYWIDE MULTICULTURAL CONFERENCE (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

## SUBJECT

Authorizes various actions necessary for the County to conduct the Tenth Annual Countywide Multicultural Conference on May 15, 2008, including space and other arrangements at the Hilton Los Angeles/Universal City. The conference will host workshops to promote understanding and cooperation on multicultural issues in Los Angeles County.

## IT IS RECOMMENDED THAT YOUR BOARD:

1. Approve the expenditure of funds for the Tenth Annual Countywide Multicultural Conference (Conference), to be held May 15, 2008, at an amount not to exceed $122,000, fully funded by registration fees from participants, other County departments, and donations from sponsors for the Conference.

2. Authorize the Department of Mental Health (DMH) to execute an agreement with the Hilton Los Angeles/Universal City for space and catering services for the Conference at a total estimated cost of $72,640.

3. Authorize the purchase of 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 and $5,000 annually.

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

5. Authorize the Director of Mental Health, with approval of the Auditor-Controller, to carry over and/or 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) 2008-09.

## PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

Since 1999, the County has sponsored an Annual Multicultural Conference to address the multicultural issues impacting Los Angeles County and to promote understanding and cooperation in providing services to a multicultural community.

Through the years, this one day conference has grown from 300 participants in 1999 to 904 participants last year. This year marks the tenth anniversary of the Countywide Multicultural Conference and is estimated to attract 1,000 or more participants.

Board approval of the recommended actions will enable the Director of Mental Health to execute an agreement with the Hilton to guarantee space and catering services and provide DMH with the necessary authority to expend funds in support of the conference.

Committee representatives will be utilizing two complimentary rooms the night before the conference to ensure onsite logistical coordination of exhibit booths; signage; registration and conference materials.

DMH has entered into an agreement with the Hilton to reserve the space pending Board approval. Confirmation, in the form of a deposit, is required by April 15, 2008.

## 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." This conference will enhance employees' understanding of the cultural diversity within Los Angeles County and ensure improved delivery, efficiency, and effectiveness of services.

## FISCAL IMPACT/FINANCING

There is no increase in net County cost. Conference expenses will be paid from registration fees paid by participants and County departments on behalf of employees participating in the Conference and from donations from Conference sponsors.

Based on the amount of fees raised last year from registration and donations, the conference committee established a budget not to exceed $122,000. The final cost will be determined by the actual number of attendees. The budget includes printing of 8,000 brochures and 1,400 Conference programs; meeting rooms; food and beverage services; audio and visual services; parking for presenters, exhibitors, and select individuals participating in the conference; honorariums for presenters; plenary speaker travel and room accommodations; cultural event presentations; awards; and other miscellaneous costs.

Sufficient appropriation exists within the Department's FY 2007-08 Final Budget to fund estimated costs of the Conference.

All remaining funds will be transferred, with the approval of the Auditor-Controller's Office, to the department responsible for coordinating the Conference in FY 2008-09.

## FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In support of the Board of Supervisor's Policy on Diversity, the Conference will host 18 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.

The Conference received support from 31 County departments/agencies last year. The goal for the 10th Annual Conference is to achieve 100 percent participation from all County departments/agencies.

## CONTRACTING PROCESS

DMH solicited costs from seven locations, four of whom responded. The Committee determined that the Hilton Los Angeles/Universal City was the preferred location based on availability, size of accommodations, and ease of both auto and public transportation for presenters, volunteers, employees and participants.

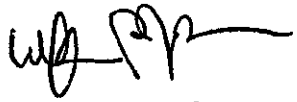
**IMPACT ON CURRENT SERVICES/PROJECTS**

There will be no impact on any current services or projects as a result of this action.

**CONCLUSION**

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

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:SRS:SAS
MLM:JS:bjs

c: County Counsel
Auditor-Controller
Director, Department of Mental Health

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