



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 Imperial Highway – P.O. Box 1024, Norwalk, California 90651-1024 – www.lavote.net

DEAN C. LOGAN

Registrar-Recorder/County Clerk

June 29, 2010

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:

**AUTHORIZE AN AGREEMENT WITH
THE CALIFORNIA STATE UNIVERSITY, NORTHRIDGE
FOR A MASTER OF PUBLIC ADMINISTRATION PROGRAM
AT THE DEPARTMENT'S HEADQUARTERS LOCATION
(All Districts - 3 Votes)**

SUBJECT

The recommended action will allow the Department of the Registrar-Recorder/County Clerk ("RR/CC") to enter into an agreement with the California State University, Northridge ("CSUN") to establish a Master of Public Administration ("MPA") degree program to be housed at RR/CC Headquarters.

IT IS RECOMMENDED THAT YOUR BOARD:

1. Delegate authority to the Registrar-Recorder/County Clerk to execute an agreement with CSUN to establish a MPA program to begin approximately August 18, 2010 at RR/CC Headquarters, 12400 Imperial Hwy, Norwalk, CA 90650, following the review and approval of the Chief Executive Officer ("CEO") and County Counsel prior to executing such agreement ("Agreement"). There is no impact to the County general fund.
2. Authorize the Registrar-Recorder/County Clerk, or designee to prepare and execute amendments to the Agreement, as necessary, provided that County Counsel approval is obtained prior to executing any such amendment.
3. Authorize the Registrar-Recorder/County Clerk, or designee to terminate the Agreement pursuant to the termination provisions contained in the Agreement, if needed, provided that County Counsel

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

#17 JUNE 29, 2010

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

approval is obtained prior to terminating the Agreement.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Agreement will allow CSUN, an accredited public university in the California State University system, to establish an MPA degree program to be housed at RR/CC Headquarters, thereby facilitating higher education opportunities to County employees and other eligible CSUN students. CSUN will qualify students for admission to the program. Class participation will not interfere with County employee work assignments as participating County employees will attend class on their own time after the end of their normal work shift. Participating County employees are also responsible for paying their tuition and any other related expenses. The time required to complete the program is two years. There will be no promotional promises or other commitments of any kind to participating County employees based on their enrollment in or completion of the MPA program. Participating County employees may be eligible for tuition reimbursement based on the normal application process through their respective department and availability of funds.

The CSUN MPA program supports, develops and assists participating professionals in enhancing skills; improves the ability to perform assignments; and the overall quality of their work. The Agreement term is for two (2) years with classes tentatively scheduled from August 2010 through August 2012. Participants who complete the MPA program will receive an MPA degree from CSUN.

Implementation of Strategic Plan Goals

This request supports the County Strategic Plan as follows:

Goal No. 1: Operational Effectiveness, Strategy 4: Workforce Excellence: Implement human capital management best practices to enhance the recruitment, development, and retention and well-being of qualified County employees. The Agreement will assist with County workforce development; provide valuable training for County employees who may become future managers; and assist with the succession planning initiatives desired by the County.

FISCAL IMPACT/FINANCING

There is no additional cost associated with the recommended action. The CSUN MPA program will be held one evening per week, from 6:00 p.m. to 9:45 p.m., in a space designated for the MPA program on the 5th floor at RR/CC Headquarters. The program activities will not require any additional space, personnel, or materials from RR/CC. There is no impact to Net County cost.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Since the 1980's the CSUN MPA program has played a key role in preparing public sector professionals in the area of public service. Approximately five years ago, CSUN began pursuing partnerships with counties and cities in Southern California to enhance access to the MPA program. The MPA program curriculum, which is designed specifically for working adults, focuses on

applicability, access and convenience to accommodate the busy working professional. Your Board has previously authorized County departments to enter into such agreements with CSUN to establish an MPA degree program and house such program in their respective department headquarters. With approval of the recommendation by your Board, the Agreement will be reviewed by CEO, County Counsel and Risk Management to ensure any legal and/or liability issues are fully addressed. Upon final approval of the Agreement by County Counsel, the Registrar-Recorder/County Clerk will execute the Agreement with CSUN on County's behalf.

CSUN will indemnify the County with regard to their delivery of the MPA program. CSUN will be responsible for providing all Workers Compensation, automobile and all required insurance coverage for its instructors. The Agreement is for use of space only and will not result in unauthorized disclosure of any confidential information and will be in full compliance with Federal, State, and County regulations.

Classes will be held on Wednesdays from 6:00 p.m. to 9:45 p.m. CSUN instructors and students will park in the public/general parking area in front from RR/CC Headquarters. All office space at RR/CC Headquarters is secure against unauthorized entrance. CSUN instructors will be issued a keycard that provides limited access to RR/CC Headquarters and Room 5201, the space designated for classroom instruction. Students will be allowed into the facility by the RR/CC security personnel that are present 24 hours a day, 7 days a week.

The Chief Executive Office and County Counsel have reviewed and approved this Board letter.

CONTRACTING PROCESS

There was no contracting process associated with the Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will allow RR/CC to provide space at RR/CC Headquarters to CSUN to establish an MPA degree program for County employees and other eligible CSUN students. The classes will not impact County employee work assignments, customer services, or Net County cost.

CONCLUSION

Upon approval of the recommendation, it is requested that the Executive Officer/Clerk of the Board return one original stamped copy of the adopted Board letter to:

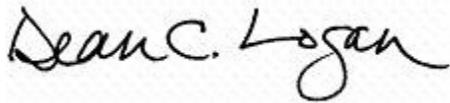
County of Los Angeles Registrar-Recorder/County Clerk
12400 Imperial Highway, Room 7201
Norwalk, CA 90650
Attention: Ngozi Ume, Manager
Finance and Management Division

The Honorable Board of Supervisors

6/29/2010

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Respectfully submitted,

A handwritten signature in black ink that reads "Dean C. Logan". The signature is written in a cursive style with a large, prominent "D" and "L".

DEAN C. LOGAN

Registrar-Recorder/County Clerk

DCL

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors