

California Counties
FOUNDATION

**Memorandum of Understanding
Between the California Counties Foundation, Inc.,
Mendocino County and Lake County
to Host a Series of CSAC Institute Courses in Ukiah, California**

November 6, 2019

The California Counties Foundation, Inc. (Foundation) enters into this Memorandum of Understanding with Mendocino County and Lake County to offer a series of ten CSAC Institute courses at county-provided facilities in Ukiah beginning in January, 2020. The CSAC Institute Dean shall serve as the MOU administrator and point of contact on behalf of the Foundation

CSAC Institute will provide the following:

1. Ten Institute courses chosen by Mendocino and Lake counties.
2. On-Line registration.
3. Marketing through semester schedule, website and monthly e-blasts and e-newsletter, *The Flipchart*.
4. Course design and instruction (including faculty fees and travel expenses).
5. All arrangements for instructor, instructor travel and course materials.
6. Printing and shipping course materials, name tents, certificates of completion and sign-in sheets.
7. Arrangement and payment for morning coffee and box lunch.
8. Reduced registration for all County participants registered and paid directly by the County through annual or quarterly invoices (2019-20 rate is \$129/person/per class; or \$149/person for direct on-line registration. Rates subject to change).
9. Three credit hours for each participant towards the CSAC Institute Credential for each class.

The counties will provide the following:

1. Minimum guaranteed payment for participants as follows:
 - a. Mendocino County: 25 participants (at 2019-20 rate would be a minimum of \$32,250 @ \$129/person – subject to change).
 - b. Lake County: 15 participants (at 2019-20 rate would be a minimum of \$19,350 @ \$129/person – subject to change).
2. Staff support to assist with room and food logistics, and registration.
3. On site staff for registration, welcoming of participants and introducing instructor.
4. Designated staff member to receive course materials and transfer to classroom.

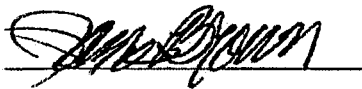
Other considerations in this Agreement:

1. A minimum number of 40 seats in each class will be reserved for Mendocino and Lake counties.
2. Courses will be open to staff and elected officials from all California counties.
3. Registration fees will be the same as all Institute courses.
4. County may purchase credential packages at the discounted rate for those individuals who will be taking all ten courses to earn their credential.
5. The minimum guaranteed payment is waived when total registration exceeds 40.

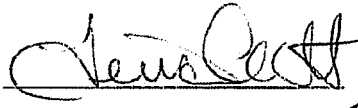
6. Host County will scan and e-mail course sign-in sheet to Institute staff within a day of the class.
7. CSAC will invoice each County quarterly or annually for group course registrations. Invoices are due in 30 days.
8. If for unforeseen circumstances CSAC Institute must cancel the class, and the class cannot be rescheduled, all paid registrations will be refunded and the counties will not be obligated for any CSAC Institute expenses.
9. Host County may cancel the class up to 30 days in advance with no penalty. Cancellation within 30 days is subject to a 50% payment of the minimum guarantee (currently \$2580).

Signatures

The undersigned have agreed to the terms and conditions identified above.



Carre Brown
Chair of the Board
Mendocino County



Tina Scott
Chair of the Board
Lake County



Manuel Rivas, Jr.
Chief Executive Officer
California Counties Foundation, Inc.

11-19-2019

Date

Contact Information

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Chair of the Board
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CSAC Institute in Northern California 2020

Professional development classes for county managers and executives hosted by Mendocino/Lake County

Why change efforts fail - and how to remove those barriers

Leadership and Change

Thursday, January 9, 2020

Discover change from the perspective of those whom the change affects. Practical discussions focus on design of a change process; practices to diagnose, interpret and select interventions; barriers; and creating an environment in which people can expand their capacity to address adaptive change. Bill Chiat, Dean of CSAC Institute. For the last 40 years he has worked with hundreds of local agencies in crafting change.

Identify opportunities to reimagine processes and reduce resource use

Reengineering County Business Practices

Thursday, February 13, 2020

This course explores the need for a business process focus, the essential steps for evaluating and reengineering business processes, and critical success factors for making the effort successful. It provides a practical framework for business process improvement and examines practical process improvement concepts and techniques to introduce process changes effectively, to get the most from your process improvement effort. Bill Chiat is the Dean of CSAC Institute and brings extensive experience working with local governments to improve processes.

The 211 on social media 101 to avoid a communication 911

Mastering Social Media Basics

Thursday, March 12, 2020

Confused about social media, which platforms are right for you, how to find time to manage it, what to post? This class will help you understand what to focus on, how to implement it, and ways to quickly create compelling content using the latest photo, audio and video techniques! Kerry Shearer is former Sacramento County Public Information Officer and a consultant specializing in social media.

Achieve outcomes in everyone's best interest

Negotiations & Collaboration in Complex Environments

Thursday, April 9, 2020

Examine the most current tried and tested behaviors in the field of negotiation and gives you tools that will be immediately useful in your work. Best of all, it can help you serve your constituents in the best possible ways without needless compromise. Dr. Laree Kiely is president of the Kiely Group and a professor at the USC Marshall School of Business.

All courses held in Mendocino/Lake from 10:00 am to 3:30 pm. Registration is an affordable \$149/class and includes lunch and materials. Save by registering for the entire 10-class Institute Credential series.

Learn more and register at www.csacinstitute.org

For experienced presenters wanting to 'up' their presentations

Polishing the Presentation

Thursday, May 14, 2020

This intense class helps senior managers and elected officials better present their ideas with conviction, control and poise — and without fear. The course covers specific skills and advanced techniques for delivering professional presentations that get results. Participants examine their presentation style, learn to use tools to organize their presentation and communicate their thoughts, and handle difficult situations. Bill Chiat is Dean of the CSAC Institute and an accomplished presenter with city, county and state governments.

Make your case in writing

Polish Your Writing

Thursday, June 11, 2020

Writing is a process of creating a record for someone else and this course will assist you in identifying your audience(s) and writing with them in mind. The course will include samples of writing, opportunities to assess your own writing, and experience editing the work of others. Dr. Mary Kirlin is a consultant with local governments and a former public policy professor at Sacramento State University.

The context of county-state revenue relationships

Financing California Counties

Thursday, July 9, 2020

Explore the context of county funding decisions by the legislature and administration over the last 40 years is critical in understanding the current state-county funding and revenue relationships. The class examines the history and consequences of major elements in county revenues including: Proposition 13, 172, 1A, Vehicle License Fees, Realignment, ERAF, property tax allocations, current year State budget and more. Diane Cummins is Special Advisor to the Governor on State and Local Realignment.

Overview of county budgeting and financial management

County Budgeting and Financial Planning

Thursday, August 13, 2020

Learn the ins and outs of county budgeting and the budget process. Discussion includes a review of the County Budget Act, a year in the county budget cycle, key elements of a budget, and integration of strategic plans into the annual budget. Class is a must for everyone involved in the budget process. Patrick Blacklock is County Administrator of Yolo County, and Robert Bendorf is County Administrator of Yuba County.

We depend on it ... How does that state budget process work??

State Budget 10: What Counties Need to Know

Thursday September 10, 2020

Did you ever wonder how the Governor made that budget decision or why it changed it in May? Or do you want to find out how the Legislature changes the Governor's proposal or how counties can influence either the Governor or the Legislature? This is the class where you can learn the budget basics and answers to those questions and so much more. Jean Hurst is Principal with HBE Advocacy.

Rebound from the untoward effects of adversity, uncertainty

Resiliency: Recover, Adapt and Sustain

Thursday, October 15, 2020

Define the attributes of resiliency and focuses on strategies to build a culture of resiliency in your organization and employees. Exercises and discussion focus on three traits of resiliency: staunch acceptance of reality; ability to observe and interpret meaning in messy situations; and the skills to innovate with resources at hand. Bill Chiat is Dean of CSAC Institute and works with local governments to build organizational capacity.

Lifelong Learning for all county staff

Complete
the series
and earn a
professional
Credential



**California Counties
FOUNDATION**

A service of the California State Association of
Counties and the California Counties Foundation, Inc.

IN WITNESS WHEREOF

DEPARTMENT FISCAL REVIEW:

DEPARTMENT HEAD

DATE

Budgeted: ☐ Yes ☐ No

Budget Unit: _____

Line Item: _____

Grant: ☐ Yes ☐ No

Grant No.: _____

CONTRACTOR/COMPANY NAME

By: See pg 2

Date: _____

NAME AND ADDRESS OF CONTRACTOR:

COUNTY OF MENDOCINO

By: _____

CARRE BROWN, Chair
BOARD OF SUPERVISORS

DEC 18 2019

Date: _____

By signing above, signatory warrants and represents that he/she executed this Agreement in his/her authorized capacity and that by his/her signature on this Agreement, he/she or the entity upon behalf of which he/she acted, executed this Agreement

ATTEST:

CARMEL J. ANGELO, Clerk of said Board

By: _____

Deputy

DEC 18 2019

I hereby certify that according to the provisions of Government Code section 25103, delivery of this document has been made.

CARMEL J. ANGELO, Clerk of said Board

By: _____

Deputy

DEC 18 2019

COUNTY COUNSEL REVIEW:

APPROVED AS TO FORM:

CHRISTIAN M. CURTIS,
Acting County Counsel

By: _____

Deputy

Date: 12/11/2019

INSURANCE REVIEW:

By: _____

Risk Management

Date: 12/11/19

EXECUTIVE OFFICE/FISCAL REVIEW:

By: _____

Deputy CEO

Date: 12/11/19

Signatory Authority: \$0-25,000 Department; \$25,001- 50,000 Purchasing Agent; \$50,001+ Board of Supervisors

Exception to Bid Process Required/Completed ☐ _____

Mendocino County Business License: Valid ☐ _____

Exempt Pursuant to MCC Section: _____