



# MARIPOSA COUNTY

Human Resources • (209) 742-1379



## **RESOLUTION - ACTION REQUESTED 2019-557**

MEETING: September 24, 2019  
TO: The Board of Supervisors  
FROM: Kimberly Williams, Human Resources Director  
RE: CSAC Institute MOU

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### **RECOMMENDATION AND JUSTIFICATION:**

Approve a Memorandum of Understanding (MOU) between the California Counties Foundation, Inc. and Mariposa County to host a series of California State Association of Counties (CSAC) Institute Courses in Mariposa; and Authorize the Board of Supervisors Chair to Sign the Agreement.

The CSAC Institute for Excellence in County Government (the Institute) is a professional, practical continuing education program geared towards county staff and elected officials with the goal of expanding capacity and capability towards providing extraordinary services. Established in 2008, the Institute operates under the California Counties Foundation, Inc. and offers highly valuable instruction in a variety of topics (see this year's schedule that is attached.) Unfortunately, it is not always feasible for staff to travel to Sacramento or other off-site locations around the state to attend. Additionally, those who can attend often meet with frustration as popular courses fill quickly. Consequently, the attached MOU represents a rare opportunity to bring world-class training to staff here in Mariposa.

If approved, this MOU will solidify a partnership with the Institute and provide the County with two "pop-up" classes in June of 2020, as well as a full rotation as a CSAC Institute campus beginning in 2021. For the pop-up classes, the County is not obligated to provide anything other than the space and minimal staff support. The choice of the classes is entirely at the discretion and direction of the Institute and will be used by them in their marketing to introduce Mariposa as an Institute campus.

As an Institute campus, the County's obligation is to provide a space (the Chambers) and a small amount of staff support to assist primarily with class set-up, as well as to purchase the complete training package for at least 40 people. Staff members who complete ten classes earn a credential from the Institute. HR will be able to choose the courses it desires from among the Institute's offerings which will allow for coordination or enrichment of other employee trainings. It is anticipated that departments will

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register staff for classes and that most, if not all, of the County's financial commitment under the MOU will be met from normally budgeted departmental training funds.

Finally, it should also be noted that CSAC provides lunch to class participants as part of the cost of the program. If this MOU is approved, a second Board item will return to waive provisions of the Facilities Use Policy that prohibit food in the Chambers.

### **BACKGROUND AND HISTORY OF BOARD ACTIONS:**

This is the first time consideration of a CSAC Institute campus has come before the Board. However, the County has entered into MOUs with other organizations in the past.

### **ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:**

If the Board does not approve the MOU, the County will not be able to participate as a CSAC Institute campus.

### **FINANCIAL IMPACT:**

**None**

### **ATTACHMENTS:**

**2021 CSAC Instiute MOU (DOCX)**

**Example Courses - CSAC Institute 2019 Summer-Fall Course Guide (PDF)**

**RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]**

**MOVER:** Rosemarie Smallcombe, District I Supervisor

**SECONDER:** Merlin Jones, District II Supervisor

**AYES:** Smallcombe, Jones, Long, Cann, Menetrey