

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

FACT SHEET

**AGREEMENTS WITH PASADENA CONVENTION CENTER
FOR SPACE AND CATERING SERVICES
AND
APPROVAL OF REQUEST FOR APPROPRIATION ADJUSTMENT
FOR THE NINTH ANNUAL COUNTYWIDE MULTICULTURAL CONFERENCE
(ALL SUPERVISORIAL DISTRICTS)
(4 VOTES)**

REQUEST

Approve and delegate authority to the Director of Mental Health or his designee to execute agreements with the Pasadena Convention Center for space and catering services for the Ninth Annual Countywide Multicultural Conference (Conference) to be held May 16 and 17, 2007, at a total estimated cost for these services not to exceed \$50,000. The estimated total cost of the conference, including space and catering services is \$87,000, and will be fully funded by registration fees from participants, other County departments, and donations from sponsors for the Conference.

Authorize Department of Mental Health (DMH) staff to purchase 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.

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

Authorize the Director of Mental Health, with approval of the Auditor-Controller, to carryover and 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) 2007-08.

Approve the Request for Appropriation Adjustment for FY 2006-07 in the amount of \$87,000 to increase Services and Supplies. This appropriation adjustment is fully funded by the registration fees from participants, other County departments, and donations from sponsors for the Conference.

PURPOSE/JUSTIFICATION

Board approval of the recommended actions will enable the Director of Mental Health to execute agreements with the Pasadena Convention Center to guarantee space rental and catering services to hold the Conference on May 16 and 17, 2007. The purpose of

the Conference is to provide County employees with a learning opportunity to gain skills in working with Los Angeles County's diverse population. Additionally, DMH will be authorized to provide meals to various County employees participating in the Conference.

BACKGROUND

In support of the Board of Supervisor's Policy on Diversity, the Conference will host 30 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.

Historically, the Conference has received support from 15 to 20 County departments/agencies, with approximately 500 County and non-County participants attending each year. Our goal for this year is to obtain 100 percent support and participation from County departments/agencies.

CONTRACTING PROCESS

After reviewing the availability and prices of various facilities located in and near the Downtown Los Angeles area, the Pasadena Convention Center was chosen as the preferred site because of availability, size of accommodations, competitive price, and ease of both auto and public transportation for speakers and employees.

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