



**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**

May 9, 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, 2019. 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.

<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Carre Brown Chair of the Board Mendocino County</p>	<hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Tina Scott Chair of the Board Lake County</p>	 <hr style="border: 0; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Manuel Rivas, Jr. Chief Executive Officer California Counties Foundation, Inc.</p>
<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <p>Date</p>	<hr style="border: 0; border-top: 1px solid black; margin-top: 5px;"/> <p>Date</p>	

**Contact Information**

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